

Application for Use of School District Facilities
Ball-Chatham Community Unit School District #5
Chatham, IL 62629

Please read and complete the following information for your request and send it to:
Ball-Chatham School District
1475 E. Plummer Blvd.
Chatham, IL 62629

Or

BCSD5 Director of Facilities & Grounds Mike Dobbs (mdobbs@bcd5.org)

Once your request has been received and a decision made regarding your request, we will notify you of the decision and include the contract, if applicable.

1. Applications for the use of Ball-Chatham District #5 facilities must be made to the Director of Facilities and Grounds at least 14 days in advance of the date requested.
2. Groups wishing to use the facility shall sign a contract with the Ball-Chatham District #5 and agree to all rules and procedures listed below.
3. Any school activity shall take priority, regardless if conflict is due to oversight, rescheduling, or for any other reason. Any fees paid will be refunded 100%.
4. Custodial staff will be required to be on site for all indoor activities.
5. At the sole discretion of the school district, on-site security may be required.
6. For activities utilizing the cafeteria(s): A determination whether cafeteria staff will be required along with the corresponding fees will be made on a case by case basis by the Director of Food Services and the associated building principal.
7. The schedule of fees listed below will be used to determine the contractual fee.

Schedule of Fees

Group I: School programs and organizations connected directly with the school district or local leagues made up of Ball-Chatham students (examples include: PTO, Booster Clubs, Youth Baseball and Softball, Junior Football Leagues, Youth basketball leagues)

Group II: All other individuals/organizations must reside or be located in the Ball-Chatham School district: (Long term contracts will be reviewed annually)

1. Civic organizations such as Women's Club, Lions' Club, subdivision associations, Farm Bureau, Home Extension, etc.
2. Religious organizations
3. Fraternal organizations
4. Independent sports teams/groups (not specifically associated with Group I leagues nor covered under their insurance) (basketball, volleyball, etc.)
5. Organizations whose purpose is for community betterment.
6. Political party organizations
7. Business firms or private individuals

Groups I and II Rental Fees: These fees do not include custodial, grounds, light and sound technician, security or cook fees. When applicable those charges are in addition to fees shown here on a per hour basis. All rental fees may be adjusted annually based upon historical data on utility costs.

Group	Class A -No Use or Admission Fee Charged By User	Class B - Use or Admission Fee Charged by User
Group I	No Charge	Same as Group IIA
Group II (District Associated)		
Classrooms	\$ 30 per hour	\$ 60 per hour
Gymnasiums	\$ 50 per hour	\$ 100 per hour
Cafeteria/HS Commons	\$ 50 per hour	\$ 100 per hour
Kitchens (kitchen utensils & equipment used only when kitchen is in use)	\$ 50 per hour	\$ 100 per hour
Custodian (s)	\$30 per hour	
Cook Staff	\$30 per hour	
HS Auditorium		
Half Day Rental (8:00 a.m. – 2 p.m.)	\$1200	\$1800
Half Day Rental (4:00 p.m. – 10:00 p.m.)	\$1200	\$1800
Whole Day Rental (8:00 a.m. – 10:00 p.m.)	\$1800	\$2700
Hourly Rate for any additional hours	\$300	\$400
Tech. Rehearsals – Lights & Sound if app. (4 hours)	\$400	\$600
Light and Sound Board (4 hrs.)	\$200	\$200
Microphones (each)	\$20	\$30

- Groups I or II renting school facilities and charging admission or user fees; examples include but are not limited to tournaments, ~~or~~ competitions use by ‘select’ teams) for the events will be subject to Class B hourly rates. Since Group I normally pays no rental charge, they would be subject to the hourly fees shown for Group II Class A.
- All fees are based on an hourly charge with the exception of the GHS Auditorium. HS Auditorium will be priced as either half day or whole day rentals. Rentals requiring different time slots than this will be charged a separate hourly rate for additional hours. A separate fee for rehearsals, microphones and sound and/or light boards will be charged as identified above.
- For groups using the GHS auditorium, the fee for Lighting and Sound Technician is \$28/hour (based on availability.) A Lighting and Sound Technician will be required by the district for any use of sound and/or light boards. The district will assign an appropriately skilled technician if one is

necessary and available. Groups wishing to provide their own technician must receive permission from the District and the District’s technician will be required to sign off of the group’s requested technician.

- Decisions regarding the use and quantities of custodial and cook staff (if required) for each function is the sole discretion of the Ball-Chatham School District.
- Fees for grounds staff is in addition to the fees listed above. Grounds staff shall be hired in 4 hour increments at \$30/hour. Decisions regarding the use of grounds staff for each function is the sole discretion of the Ball-Chatham School District.
- Fees for security staff are in addition to fees listed above. Fees for security staff will be \$35/hour. Decisions regarding the use of security staff for each function is at the sole discretion of the Ball-Chatham School District.
- All activities for sports played outdoors will be confined to exterior district spaces only. All rental activities during any school break will be confined to Glenwood Middle School or Glenwood Elementary School.

The Superintendent, Director of Athletics, Director of Safety and Security, Director of Facilities and Grounds and/or the Building Principal under any circumstances, have the authority to deny the use of school facilities in the case of school related functions or because the rental is not in the best interests of the school or community.

**HOLD HARMLESS AND AUTOMATED EXTERNAL
DEFIBULATOR (AED) STATEMENT**

By the signature below the user indemnifies and holds the School District, its agents or employees harmless from and against any claims, losses, damages, expense or liabilities (including costs attendant to the defense of any legal proceedings against the School District); arising from or in connection with the use of the District’s facilities hereunder during the term of this Agreement. In addition, the user acknowledges that the District shall not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed hours.

FIRST AID & AED LOCATIONS

Building	Location(s)
District Office	Room 17 - Workroom
Ball Elementary	1. Between cafeteria and the gym 2. Outside the library
Chatham Elementary	1. In the Cafeteria beside Randy Jackson's Office. 2. In the hallway located between the Staff Lounge and outside the Gym doors. CES's school map

Glenwood Elementary	<ol style="list-style-type: none"> 1. Library entryway 2. Recess doors by cafeteria/gym
Glenwood Intermediate	<ol style="list-style-type: none"> 1. Athletic Complex, baseball/softball/concessions stand area 2. Across from library, main entrance 3. Fieldhouse next to girl's locker room <p>*Brought into nurse's office during the winter</p>
Glenwood Middle	<ol style="list-style-type: none"> 1. Located outside within the women's restroom, in the concession stand (during sports pulled for winter). 2. Located in the nurse office room 211. Phillips 3. Located in the hallway outside Room 102/RSO office
Glenwood High	<ol style="list-style-type: none"> 1. Umpire room in baseball tower 2. Officials' room by the outdoor concession stand. 3. Outside the Guidance office 4. First floor near room 175 5. Second Floor near room 259 6. Commons near main office 7. PE South Hall by the small gym

We acknowledge that we have reviewed the District's policy 4:170 AP 6 (*Plan For Responding To A Medical Emergency At A Physical Fitness Facility*) if our rental space requires use of a Physical Fitness Facility.

Name of Authorized Representative _____

Signature of Authorized Representative _____

Date

Name of Organization _____

Address _____

Contact Name _____ Phone _____

COST SHEET

SPACE	QTY	COST	TOTAL
TOTAL COST			

** Cost sheet to be completed by BCSD# 5 staff based on the spaces and services requested on this application.

Having read the above guidelines and fee schedule governing the use of Ball-Chatham School District #5 facilities, the undersigned authorized representative of _____

If granted, permission to use this property as specified, we pledge ourselves to strictly observe all the rules and regulations referring to the use of the school property of the Board of Education, Ball-Chatham School District #5, and we further jointly and severally bind ourselves as follows:

1. That we will pay the rental fee (If Applicable) at least **72** hours in advance or will make arrangements prior to the usage date for payment of fees.
2. That we will pay any additional cost for other services required.
3. That we will pay all damages, if any, as soon as determined and notified.
4. That we will maintain good order and discipline.
5. That we will not admit objectionable persons into the building.
6. That we will not allow use of any alcohol products in any area of the school buildings or grounds.
7. That we will not prepare or cook any food on district property.
8. That we will close at the hour stated in the contract.
9. That the undersigned representative will be responsible for the remission of any admission tax to the Collector of Internal Revenue.
10. That we will not allow use of any tobacco products in any area of the school buildings or grounds.
11. That we will provide the necessary liability insurance coverage and will provide a copy of the current coverage
12. That an adult supervisor shall be present at all times.
13. That all activities and participants shall be confined to the area assigned at all times.

- 14. That we shall not use any school property such as record players, basketballs, computers, audio visual equipment, etc. which have not been specifically requested and assigned.
- 15. That we understand violation of any of these rules may result in the loss of ability to use the facility.

School

Number of Participants

Space (s) Requested: Classroom(s) Cafeteria, Gymnasium, Auditorium, Kitchen

Date(s) of Activity

Hours of Use

CERTIFICATION

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related. I/We agree to (1) abide by the condition stated in this application, and (2) adhere to the Board's policies and administrative procedures applicable to this use of the school's facility.

Name of Authorized Representative _____

Signature of Authorized Representative _____
Date

Name of Organization _____

Address _____

Contact Name _____ Phone _____

DISTRICT SIGNATURES

Ball-Chatham Administrator Date Director of Safety and Security Date

Director of Operations Date Director of Facilities and Grounds Date