

Genoa-Kingston CUSD 424

Facilities Use Program

**Genoa-Kingston CUSD 424
District Office
980 Park Avenue
Genoa IL 60135
815/784-6222**

Genoa-Kingston CUSD 424 Building Use Program

Genoa-Kingston CUSD 424 believes school facilities should be available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities. Persons on school premises must abide by the District's conduct rules at all times.

What May I Rent

1. The following District facilities are available for use, in accordance with the limitations contained herein.

Davenport Elementary School
123 W. First Street
Genoa IL 60135
815/784-2448
815/784-3175 fax

Kingston Elementary School
100 School Street
Kingston IL 60145
815/784-5246
815/784-9049 fax

Genoa Elementary School
602 E. Hill Street
Genoa IL 60135
815/784-3742
815/784-3731 fax

Genoa-Kingston Middle School
941 w. Main Street
Genoa IL 60135
815/784-5222
815/784-4323 fax

Genoa-Kingston High School
980 Park Avenue
Genoa IL 60135
815/784-5111
815/784-3124 fax

2. Generally, schools are available Monday through Sunday
 - a. Elementary schools are available Monday through Friday from 3:10 pm – 9:30 pm, weekends from 8:00 am – 9:30 pm
 - b. Middle school is available Monday through Friday from 3:10 pm – 9:30 pm, weekend from 8:00 am – 9:30 pm.
 - c. High school is available Monday through Friday from 4:30 pm – 9:30 pm, weekend from 8:00 am – 9:30 pm.
 - d. Elementary and middle schools are not available July 1st through August 1st.
 - e. No school is available from August 1st through August 31st.
 - f. See the enclosed master District calendar for school holidays and special events, which may impact rental.

**Genoa-Kingston CUSD 424
Building Use Procedures**

1. Building use application may be obtained at any District #424 facility
2. Completed building use form shall be delivered or mailed to facility being requested. Applicant will keep copy 4.
3. Requested facility approves and calendars request.
 - a. Approved by Building Engineer
 - b. Approved by Building Principal
 - c. Calendared by Facility Secretary
4. Approved/Rejected Application forwarded to the District scheduler for final approval. Rejected applications must be accompanied by a rationale and forwarded to the District office. District scheduler notifies applicant by phone of status. Rejected applications will be forwarded to the District office.
5. Approved application disseminated.
 - a. Copy 1 – District Scheduler
 - b. Copy 2 – Facility Being Requested
 - c. Copy 3 – Director of Building and Grounds
6. Invoicing Actual Costs
 - a. Following event building will forward actual costs to business office and feedback
 - b. Business Office will invoice user

Renter Categories

Category A – School Sponsored Activities

Examples: All District #424 programs, PTO meetings/events, etc.

Facility Fee: None

Personnel Fee: None

(any activity requiring custodial overtime must be pre-approved by building principal)

Category B – Community Programs/Use

Examples: Park District, scouting groups, etc.

Facility Fee: None

Personnel Fee: Yes, actual costs

Category C – Private Use-Non Profit

Examples: Church groups, political groups, Bronco football, etc.

Facilities Fee: None

Personnel Fee: Yes, actual costs

Category D – Private usage and/or Fee Required Activities

Examples: Dance Club, First Friends Day Care, For Profit groups, etc.

Facilities Fee: Yes

Personnel Fee: Yes

Facility Fees

School Classrooms	\$10.00 per hour and actual costs for cleaning, set-up, security
Elementary School Gyms	\$14.00 per hour and actual costs for cleaning, set-up, security
Elementary Multipurpose Room	\$14.00 per hour and actual costs for cleaning, set-up, security
Elementary Grounds Use	No Charge
Middle School Gym(s)	\$20.00 per gym and actual costs for cleaning, set-up, security
Middle School Cafeteria	
Middle School Grounds Use	No Charge per hour and actual costs for cleaning, set-up, security
High School Commons	\$15.00 per hour
High School Auditorium	\$45.00 per hour and must pay for maintenance actual costs
High School Gym(s)	\$26.00 per court and must pay for maintenance actual costs
High School Fields	No Charge
High School Grounds	No Charge
High School Football Field	\$65 for lights per hour
Kitchen Facilities	\$26.00 must have and pay for at least one staff per hour

Personnel Fees

For Monday through Friday activities, while school is in session, personnel charges will typically not be assessed. An exception may be a significant or unforeseen amount of custodial time for set up, take down, and/or clean-up.

	Saturday or <u>Any other overtime</u>	Sunday or School <u>Designated Holiday</u>
Custodians	<u>\$21.00 per hour</u>	<u>\$21.00 per hour</u>
Maintenance	<u>\$26.00 per hour</u>	<u>\$26.00 per hour</u>
Certified	<u>_____</u>	<u>_____</u>

General Rental Guidelines

1. Presence and/or consumption of alcoholic beverages is forbidden on all school property (grounds and buildings).
2. Smoking is not permitted on school property including school grounds. Of particular concern are cigarettes discarded outside gym and main entrance doors.
3. Without special permission from the building principal; food or beverages (including water bottles) are not allowed in gymnasiums. This pertains to participants and spectators.
4. Open flame is prohibited on School District 424 property: without approval of the building principal. (example: candles). Failure to comply may result in loss of building rental privileges.
5. Renter must provide adequate **ADULT** supervision in all venues for anyone participating in the event or attending the event. (example: gym and classrooms use during same event)
6. Typically when a supervision problem occurs, a building administrator or his/her designee will contact the sponsor to discuss the problem and its resolution. Repetitions may lead to contact from Rental Office personnel which may result in termination of the contract.
7. Payment for damage to school district property caused by the renter shall be the responsibility of the renter. Charges may include payment for both materials and labor necessary for repair or replacement costs. Use of facilities may be terminated if restitution is not made within a reasonable amount of time.
8. The Board of Education or its agent(s) reserves the right to withdraw permission to use a building or site facility when it is felt to be in the best interest of the school district.
9. Parking is restricted to marked parking spaces **ONLY**.
10. All set-up/take down and movement of any school equipment must be done by district custodians only.
11. In addition, in the event a renter does not notify the school that the renter will not be present on a Saturday or Sunday, by 12:00 noon on the preceding Friday: the renter will be charged a \$20.00 no call/no show fee.
12. **ON A DAY OF AN EMERGENCY SCHOOL CLOSING ALL EVENTS SCHEDULED WITHIN THE BUILDING BY OUTSIDE GROUPS ARE CANCELLED.**

Preparing Your Rental Application

1. Building Rental Forms are available at all Genoa-Kingston CUSD #424 facilities.
 2. One Building rental form will be used for:
 - a. One event, held on one day in one building
 - b. One repeat event held at the same building at the same time
- Separate forms must be used for each event unless they meet criteria outlined in a or b above.
3. The percentage of residency of activity participants will be used for purposes of prioritizing facility use. Please make sure this information is completed or the application will be returned.
 4. All information must be filled out on any application. Incomplete applications will be returned.
 5. Unless there are unique circumstances beyond the control of the renter, you will be charged appropriate fees for each day listed on the application. Please enter days accurately, and only those days you know you will use. Cancellation of a specific date must take place no less than seven (7) days prior to the event date. Cancellation notification should be made to the school office. Also, see page 3, #10 pertaining to no call/no show fees.
 6. School District 424 events (Category A) have priority over categories B, C, and D. (see Page 2) The District reserves the right to reject, cancel, or reschedule any building rental in the best interest of the school district. Specifically, PTO events may be planned on short notice. PTO events will cause category B, C, and D events to be rescheduled.
 7. District maintenance schedules have priority over building rental.
 8. All rentals are contingent upon availability of appropriate district personnel.
 9. When your application is processed, additional custodial time will be added to the time your event begins and ends. This is an estimate for building opening and clean-up requirements. This is an estimate only. Your final costs will be determined upon our receipt of custodial timesheets. Snow removal time may also be assessed as needed.
 10. Applications received less than (7) school days before the requested rental date(s) may not be able to be fulfilled. This is necessary due to time needed to evaluate facility and personnel availability.
 11. Invoicing
 - a. Estimated charges must be paid prior to event date(s).
 - b. All custodial charges shown on the initial event packet are estimates. Final custodial charges will be determined by actual custodial timesheets.
 - c. Sport groups and other multiple date groups will be invoiced at the end of the event.

Application For Lease of School Facilities
Emergency Phone Number 815/757-2227

A signed copy of the Agreement for the Use of School Facilities and Regulations Controlling the Use and a Certificate of Insurance must be submitted along with this application before a permit will be granted. Be sure you have read the regulations governing use of the facilities.

Name of Organization _____

Address _____

Person in Charge _____

Address _____

Home Phone _____ Work Phone _____ Fax Phone _____

School Requested: High School Middle School Genoa Kingston Davenport

Second Choice: _____

Purpose of Use _____

Facility Requested: Gym(s) _____ Classroom(s) _____ Cafe _____ Kitchen _____ Other _____

If gym is requested, it will be used for: Practices _____ Games/Performance _____

Please indicated Number of Participants for this event: _____

Participants are: Community Members _____ Non-community Members _____

Participants are: Adults _____ Children _____ If so, indicate ages of Children _____

Number of Supervisors _____

Day/Date(s) Requested: (Please be specific by indicating EACH Date on the lines below)

Time: From: _____ To: _____ Indicate any day/date for which facility or time may differ from above: _____

Additional equipment requested _____

Will food be served? If yes, please explain _____

Will there be a registration fee, collection or charge made? If yes, please explain _____

I have read the regulations applicable to the above requested use and herby agree to abide with the Regulations.

Signed _____ Date _____

Mail to: Facility being requested
Estimated Usage Charge _____

Certificate of Insurance _____
Approved or Denied _____

Principal Signature
