



Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

APPROVED

DENIED

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DENIED

Principal \_\_\_\_\_ Superintendent \_\_\_\_\_

**MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #201**  
**BOARD REGULATIONS FOR USE OF FACILITIES**

The Minooka Community Consolidated School District #201 (MCCSD) Board of Education supports and encourages community use of the District’s facilities. However, the education of MCCSD students is the prime consideration in reviewing requests for the use of the facilities by other groups. Facilities will be made available to groups, when the use does not conflict with the needs of the school. The facilities will be made available to the public under conditions consistent with the Illinois School Code and the policies of the Board of Education. Completed applications are to be submitted to the Principal of the building. The Principal will submit approved forms to the Superintendent. The Superintendent will approve or deny the application forms. Any denial may be appealed to the Board of Education.

The Superintendent reserves the following rights to decide which fees will be applicable; to deny applications; and, to revoke prior approvals, in accordance with Board Policy.

**THE FOLLOWING AREAS MAY BE RENTED**

Kitchen	\$ 60.00
Cafeteria and Kitchen	\$130.00
Classrooms - Per Room	\$ 30.00
Baseball Diamond	\$ 40.00
Track	\$ 20.00
Gymnasium	\$100.00
Band Room (Junior High)	\$ 50.00
Music Room	\$ 30.00

**PERSONNEL**

The following school personnel may be utilized by your organization. Note: Labor charges are not included in the rental charges listed above. The wage rates listed below for personnel are per hour and are additions to the charges listed above.

Custodian	(Hourly Rate)	\$30.00*
Cook	(Hourly Rate)	\$20.00**

\* A District custodian must be present at all times and fees shall be charged at the rate listed above.

\*\*A District 201 cafeteria worker must be present if the kitchen is to be used.

**FEES**

Facility Use fees shall be paid in advance, unless arrangements have been made with the Superintendent’s Office.

**PROOF OF INSURANCE**

The organization or individual using school district facilities is required to furnish School District #201 with an Owners, Landlords & Tenants Liability Insurance Policy for the entire term of the use of the facilities. The insurance policy limits must be at least \$250,000/\$500,000 Bodily Injury and \$250,000 property damage. In addition, the policy must include Minooka Community Consolidated School District #201 as an additional named insured. This policy must be on file in the Superintendent’s Office prior to the commencement of the use of the facilities.

**ALCOHOL AND DRUGS**

Positively no alcoholic drinks, narcotics, controlled substances (including all tobacco products), or illegal drugs are allowed on school property.

**SUPERVISION**

Supervision is the responsibility of the organization or group using the facilities. Care should be taken to make sure that all areas being used are properly supervised. In the event that property is damaged while your group is using the facilities, you will be billed for the repair of such damage.

**CLEAN-UP**

Cleanup is the responsibility of the organization or group using the facilities. School personnel will provide equipment, supplies, and direction as needed. Care should be taken to remove any organization or personal items from the building, to properly dispose of waste material, and to leave facilities, furniture, and equipment in their original location and condition. Custodial personnel will secure the building at the conclusion of the activity.

In the event that your group does not satisfactorily clean the facilities, school personnel will do it. However, you will be billed the appropriate per hour charge

**SCHOOL EQUIPMENT**

Special equipment needs must be arranged for in advance. Any damage to equipment used will be billed to the organization.

**GAMES OF CHANCE**

No games of chance are to be played on school grounds.

**GYMNASIUM**

Organization agrees to use shoes that will not mark the floors. You are expected to bring a change of shoes to be worn while in the gym.