

MINOOKA COMMUNITY HIGH SCHOOL

District #111

**26655 W. Eames St.
Channahon, IL 60410
815-521-4108
FAX 815-467-6120**



**APPLICATION TO USE SCHOOL GROUNDS,
BUILDING, AND/OR FACILITIES**

Date: _____

1. Name of Organization _____

2. Purpose for which facilities are to be used: _____

3. Name of person in charge and responsible to the Board of Education:

(Name)	(E-mail)
(Street)	(City)
(Home Phone)	(Work Phone)
(Cell Phone)	(Zip Code)

4. Date(s) being requested: _____

5. Time(s) desired From: _____ To: _____
*please state ending time or a 3 hour time limit will be set.

Additional dates: _____

Additional times: From: _____ To: _____

6. Campus Location (Central or South) _____

7. Areas of building or facilities required (be specific): _____

8. Special assistance needed from school staff (i.e.: cafeteria, audio-visual tech., custodian, security):

9. Probable attendance: _____

10. _____ (Insurance Company) _____ (Policy #)

All Building Usage submissions will be presented to the Board for approval on the 3rd Thursday of the month. A copy of your insurance must be included with your application for submission to the Board. All paperwork must be turned in by the 1st day of the month.

AGREEMENT: I hereby assume personal responsibility for the observance of the Board regulations by the organization or group in whose behalf I sign this agreement. I agree to hold Minooka Community High School District #111 harmless and agree to assume total responsibility for all liability arising incident to occupancy. I have read and understand the regulations on the attached sheet.

Signature

Date

Principal's Approval: _____

Athletic Director's Approval: _____

Activities Director's Approval: _____

**Minooka Community High School District #111
Board Regulations for Use of Facilities**

The Minooka Community High School District #111 Board of Education supports and encourages community use of the District's facilities. However, the education of MCHS students is the prime consideration in reviewing requests for the use of the facilities by other groups. 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. The Principal will place the application on the Board agenda and make a recommendation to the Board. Formal approval by the Board of Education is required.

The Board reserves the following rights: to decide which fees will be applicable; to disapprove applications; and to authorize the Superintendent to revoke prior approvals, when he deems necessary or in the best interests of the District.

FOR OFFICE USE ONLY:

Date BOE requested:	
Date BOE approved:	
Date organization notified:	
Billing Waived: Yes No (Initial:)	
Usage Fee:	
Proof of insurance: Yes No (Initial:)	

FOR BILLING PURPOSES ONLY:

Air Conditioning	\$ _____
Base Rental	\$ _____
Custodial	\$ _____
Food Service	\$ _____
Security	\$ _____
Other	\$ _____

THE FOLLOWING AREAS MAY BE RENTED	CAMPUS	SEATING CAPACITY	FEE FOR 3 HOURS
Auditorium*	Central	755	\$180.00
Baseball Diamond	Central	N/A	\$40.00
Band Room	Central	30	\$45.00
Bistro	Central	40	\$45.00
Board Room	Central/South	30	\$45.00
Cafeteria	Central/South	500	\$120.00
Career Center	Central	40	\$45.00
Classrooms (per room)	Central/South	30	\$45.00
Choir Room	Central	40	\$45.00
Dance Studio	Central/South	30	\$45.00
Kitchen	Central/South	N/A	\$150.00
Fields (Soccer, Baseball, Softball)	Central	N/A	\$0.00
Football Field**	Central	2,000	\$120.00
Large Gym	Central/South	1,500	\$120.00
Auxiliary Gym	Central/South	350	\$60.00
Library	Central/South	200	\$60.00
Locker Rooms (per room)	Central/South	200	\$60.00
Staff Dining Room	Central/South	30	\$60.00
Tennis Courts	Central	N/A	\$40.00
Ticket Booth	Central	N/A	\$0.00
Track	Central	N/A	\$20.00
Wrestling Room	Central	100	\$120.00

***Air conditioning at \$50.00 per hour. Minimum charge is \$50.00.**

****Football lights-actual cost will be charged; this is in addition to the use charge.**

Additional use of facilities beyond approved time will be billed at pro-rated hourly charge.

PERSONNEL

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

Custodian	\$37.50
Cook. Paid time and one-half and must be present if the kitchen is used.	\$16.50
Security	\$12.60
Light & Sound (per person)**	\$10.00

FEES

Building rental fees shall be paid in advance, unless arrangements have been made with the Superintendent's office. Personnel charges shall be billed to the organization.

PROOF OF INSURANCE

The organization or individual using school district facilities is required to furnish Minooka Community High School District #111 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 High School District #111 as an additional named insured. This policy must be submitted with your completed application.

ALCOHOL AND DRUGS

No alcoholic drinks, narcotics, controlled substances, or illegal drugs on school property.

TOBACCO

The buildings and grounds owned and operated by the District have been designated as tobacco-free by the Board of Education.

CLEANUP

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 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 gym floor.