



Our mission is to develop children who are confident and creative learners. We provide a rigorous curriculum and a supportive school environment that promotes high achievement, encourages personal growth, and meets the

SKOKIE SCHOOL DISTRICT 68

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Ernie Nelson
Director of Operations

RENTAL ORGANIZATIONS MUST OBSERVE THE FOLLOWING REGULATIONS:

1. Rental access is to include only facilities specifically named in the contract, this includes nearby halls, stairways and restrooms.
2. Games of chance, lotteries, or other activities classified as gambling are not to be conducted on school premises.
3. The use of tobacco and alcohol are prohibited both in school buildings and on school grounds.
4. Care shall be taken not to damage school property. The rental organization will be liable for any damage occurring during the time of rental and/or as a result of that rental.
5. All basic fire-safety regulations shall be observed. No open flames for lighting effects, such as candles or flame lamps shall be used. Nor shall electric fixtures, line extensions, equipment or appliances be connected, except under custodial supervision.
6. No enterprise, function, or activity that promotes any commercial product, or results in private profit or commercial gain for any business enterprise, may be conducted on school property unless the facilities are to be used to offer worthwhile educational or recreational activities.
7. Activities that conflict with Village ordinances or State laws are not permitted.
8. Use of facilities may be denied to groups that are delinquent in paying rental fees. When it is deemed advisable, the administration may require an advance payment of up to 75% of the estimated cost of the rental.
9. Space assigned for regular classroom use is not available for rental.
10. No activities will be considered for rental which portray criminality, depravity, or lack of virtue, or incite violence, hatred, abuse or hostility toward a person or group of persons by reason of religion, race, gender, sexual orientation, ethnic or national affiliation.
11. The Board of Education shall not be held liable for any injury to persons attending an event sponsored by a renting group, nor shall it be responsible for recovery for damage to or loss of personal property at such events.
12. Cancellations must be submitted in a timely manner.
13. To maintain proper discipline and secure the safety and welfare of students, no student group may use school facilities without attendance of a properly qualified adult supervisor.
14. The doors to all facilities are to remain locked at all times. A custodian will let the rental group in at the time scheduled. If there are late comers, a person from the group will be responsible to let the rest of their party in. Doors are not to be propped open with objects and, if found this way, could terminate the use of District facilities by that group.

Classification of Organizations and Rental Rates

Class I – School, Youth and Community Service Organizations – No Rental Charge

Includes:

- District parent-teacher organizations (first priority)
- Youth service agencies
- Village and Park District educational/recreational activities

Class II – Organizations within District 68

Includes civic, educational, recreational, cultural or charitable organizations which have their principle membership within District 68.

Class III – Other Organizations – Special Events

Includes organizations not described in Classes I and II for activities deemed appropriate by the Superintendent and, if it is deemed appropriate, with review by the Board. Rentals fees may be adjusted or waived by the Superintendent for special circumstances.

	<u>Class II</u>	<u>Class III</u>
Meeting Rooms / teachers' lounge	\$40.00	\$80.00
Elementary school gymnasium or multi-purpose room	50.00	100.00
Jr. High gymnasium	90.00	180.00
Jr. High cafeteria or Forum	50.00	100.00

1. Additional Note on Rental Rates

The basic unit of rental time is three hours. If an event extends beyond the three-hour period, a charge is to be made for each additional hour based on one-third of the scheduled rate. A rental period begins when the facilities are opened for the renter and ends when the group leaves the premises.

2. Custodian-Supervisory Service and Charges

At least one custodian or supervisor is to be on duty at all times while an organization is using a school facility, except for playfields, unless otherwise determined by the Superintendent. Any additional help required for a rental use will be billed to the user at the cost of such labor to District 68.

3. Cafeteria Services and Charges

Whenever food is being served, a cafeteria employee must be on duty unless other arrangements have been made and approved in advance by the Business Office. The sponsoring organization shall make necessary arrangements for food service directly with the Food Services contractor.

4. Liability

All organizations using District 68 facilities will hold District 68, its staff and Board members, harmless from any liability arising from such use. All user groups are to be held responsible for the cost of repairing damage to property and equipment when such damage is caused by the group. Evidence of liability insurance of at least \$1,000,000 per occurrence with the District named as an insured party is required – unless specifically waived by the Superintendent.