

FACILITY USE RENTAL AGREEMENT

Galesburg CUSD #205



940 West Fremont Street, Galesburg, IL 61401

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Facility Use Policy Summary:

Some Galesburg #205 facilities may be rented by proper execution of the Facility Use Agreement. To access the rental request system, please click [here](#). Approval of rental requests will depend upon availability of the requested facilities and whether the proposed use could interfere with District operations, instructional programming, and availability of custodial and supervision staff. District #205 sponsored meetings, clubs, sports, and activities take priority over any external requests.

Fee Categories:

Rental fees are tiered by the type of group or entity requesting the rental. Rental fee tier definitions are listed below.

Category 1 District Groups: District employees and official student groups/clubs/activities/sports as defined by the GEA collective bargaining agreement and administration who are using facilities for District sanctioned and approved activities.

Category 2 Outside Entities with Mutual Facilities Agreement and Approved District Feeder Programs: Outside entities with an Intergovernmental Agreement approved by the Board of Education. Approved District Feeder Programs are JFL, Future Streaks, Junior Streaks Baseball/Softball, Football Club Galesburg, and Knox County Krushers.

Category 3 Not-for-Profit Student Groups: Not-for-Profit groups with a valid Illinois Department of Revenue tax exemption identification number and certificate. To qualify for this rate, the student group/activity must provide a complete participant roster where 75% or more of the students participating are currently enrolled District #205 students.

Category 4 Not-for-Profit Groups: Not-for-Profit groups with a valid Illinois Department of Revenue tax exemption identification number and certificate.

Category 5 Community Groups and Businesses: Community groups, organizations, and businesses that do not meet the criteria listed in Categories 1-4.

Fee Rate and Description:

Facility Hourly Rates: Please click [here](#) for facility rates.

Custodial Fee: \$43.00 per hour
Custodial fees are labor costs to hire a custodian to assist with Renter access, setup, tear down, and cleaning. Renters will be charged from 1 hour prior to the rental and 1 hour after the rental. For Category 1 renters, no fees apply. For Categories 2-4, custodial fees will not be charged during the event if the event falls during normal custodial working hours. The 2 hour fee described in sentence number one applies to Categories 2-5.

Supervision Fee: \$30.00 per hour
 Supervision fees are the labor costs to hire a District employee to oversee the Renter’s use of District facilities, equipment, and ensure the safety/security of all parties and facilities . All Category 3-5 groups, a supervision fee will be charged.

Technology Fee: \$25.00 per hour
 Technology fees are labor costs to hire a District employee to run lighting and sound systems in auditoriums, gymnasiums, and outdoor facilities.

Scoreboard Operator: \$20 per hour

Other Fees: TBD-Quote Provided
 Other fees may apply in situations where a large amount of waste disposal charges will be incurred, when the assistance of Maintenance is required, security personnel labor costs, or other non-traditional services are requested.

Security Deposit: 50% of Rental Fees
 Deposit is non-refundable if the reservation is canceled less than 7 days before the rental.

Rental Discount: Rentals for 4 or more hours on the same date will receive a 25% discount on the space rental.

Renter Responsibilities:

The Renter is responsible for arranging and paying for police, fire, ambulance, or AED services needed for an event. The District policy requires the presence of a trained AED (automated external defibrillator) unit and trained operator at any athletic type event held on District property, including indoor gyms and outdoor fields.

Terms & Conditions:

Renters are required to accept the District's rental terms and conditions, hereinafter listed.

Renters of District facilities shall fall into one of six categories as denoted above.
District facilities are only rented to Renters in these categories, and are not rented to other private individuals. District facilities cannot be rented for family social events or other similar private functions.
Requests for facility rental must be filed with the Rental Contact and cleared with the building principal or head administrator. The Athletic Director must clear requests for use of any indoor or outdoor athletic facilities.
Any Renter applying for use of District facilities shall complete the necessary forms required by the District which must be signed by an individual who has the authority to legally bind the Renter.
All applications for the use of District facilities will be acted upon in order of their filing.
A 50% security deposit must be sent to 940 W. Fremont St. Galesburg IL, 61401 for Category 3 and 4 Renters, and at the discretion of the District, a security deposit may be required from any other Renters as well.
A Certificate of Insurance with CUSD #205 and its Board named as additional insured with a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate must be attached to the Facilities Rental Agreement from Renters in Rental Categories 2-5.
The Principal and/or Superintendent or his/her designee reserves the right to determine the suitability of requested facilities for the type of activity planned.
Payment for any needed adjustments and/or enhancements to the facility to be rented is the responsibility of the Renter and must receive prior approval from the Director of Buildings and Grounds and District Office Administration
Approved qualified licensed personnel must be used for any adjustments/enhancements, with the facility returned at the end of the rental period to the condition in which it was found at the beginning.
The scope of adjustments/enhancements requested may be a reason for rental denial.
Proper supervision shall be provided at the expense of the Renter. If necessary, police and fire supervision may be required. An individual trained in the proper use of automated external defibrillators (AED’s) may also be required to be present, along with a functioning AED. The Superintendent or his/her designee, shall determine the number of supervisory, security and/or AED-trained personnel that are required by

District policy to be present at the Renter's event. It is the responsibility of the Renter to arrange and pay for these personnel.
Renters and their participants and attendees will be restricted to the area rented and access corridors in the immediate vicinity. Restroom facilities in or adjacent to the space rented will be available for use. Rental DOES NOT INCLUDE use of the District and/or school name for advertising purposes nor the use of District billboards and/or signage for advertisement.
No Renter shall sublet, bring in another party, or reassign the facility rented without District approval. Unauthorized use of District property is prohibited and rental will be terminated.
The following is prohibited on school property owned, leased or contracted for and utilized in any manner by the Board of Education: 1) Use of tobacco in any form including, but not limited to cigars, cigarettes, pipes and chewing tobacco. 2) Use, possession, or distribution of alcoholic beverages, any non-prescription drug, or chemicals. No person under the influence of alcohol, dangerous drugs or chemicals will be permitted in the building. These prohibitions apply equally to Renters and participants and attendees at their events.
Any decorations must have prior approval of an administrator and be erected in a manner that will not be destructive to school property. The renter must remove decorations prior to the beginning of the next school day.
Auditoriums, gymnasiums, and other rooms per schedule may be used by the general public only under the direct supervision of District personnel. The cost of employing District personnel for such supervision, including overtime, shall be added to the rental cost at the flat rate of \$30 per hour and be paid to the District by the Renter.
Payments directly to staff or students by the Renter are strictly forbidden.
Typically high use facilities are not available for rental (i.e. Gyms at Galesburg Jr/Sr High School and Lombard)
Any violation of this Agreement, non-payment of rental fees, or refusal to pay damage costs will result in the responsible persons or organizations being made ineligible for further rental of District facilities.
At the end of the rental period, it is the responsibility of the Renter to leave facilities in the same condition of sanitation, cleanliness and upkeep as they were in at the start of said period. The District reserves the right to employ its own custodians and/ or groundskeepers to ensure this condition is met, and to charge the Renter for the cost of their employment, including overtime.
If the rental period is outside the normal hours of operation of the facility rented, during which a custodian would be on duty to oversee the security of the facility and allow ingress and egress to approved individuals, then the Renter shall be responsible for the District's cost to employ a custodian, including overtime, to perform such duties. then the Renter shall be responsible for the District's cost to employ a custodian, including overtime, to perform such duties.