

## **Community Relations**

### **Exhibit - Facility Use General Statement and Guidelines @ D121**

#### General Statement

The Board of Education of Warren Township High School wishes to make the school facilities available to the community during non-school hours for educational, civic, and cultural purposes. School facilities may be available at times that will not interfere with the High School program or school sponsored activities; use by the community shall be prohibited if it interferes with any school functions or the safety of students or affects the property or liability of the School District.

The use of school facilities involves certain costs that the Board of Education feels should not be paid out of regular school funds. In keeping with sound financial policies and with fairness to the entire School District, use fees, personnel charges, and equipment charges are assessed to the various organizations using school facilities. Use fees will be assessed by the Superintendent/Designee according to the purpose for which the facility is rented.

Types of activities PROHIBITED include, but are not limited to:

1. Any activity that conflicts with the School District's educational mission or may be injurious to the School District's students, staff, buildings, grounds, or equipment.
2. Any activity which conflicts with school activities.
3. Any activity which is prohibited by State or Federal law or any applicable Board policies.

#### Facility Use Guidelines

1. No rentals will be scheduled for any school year until the master calendar has been developed for that same year. All dates will be subject to change by the Superintendent/Designee and the Board of Education.
2. The Superintendent/Designee will determine the estimated charges for each individual facility use request.
3. All organizations must obtain a Certificate of Insurance in the amount of \$2,000,000 liability coverage and property damage insurance in the amount of \$500,000. Warren Township High School District #121 must be named as "An Additional Insured". If the Certificate of Insurance expires before the facility use is completed, it is the user's responsibility to forward a renewal copy to the Superintendent's/Designee's Secretary.
4. Cancellation may be made anytime up to 48 hours before the scheduled entry time according to each contract. If cancellation is made less than 48 hours before the scheduled entry time, the user will be required to pay the School District for any costs it had incurred to date for the scheduled activity. If a cancellation occurs and the school is not notified, the user will also be charged for scheduled personnel.
5. Possession or consumption of alcoholic beverages or any illegal substance is strictly forbidden on school grounds and in school buildings at all times.
6. Federal and state law prohibits smoking anywhere on school grounds and inside school buildings at any time. Sponsors of events will be expected to uphold this law.
7. Use of school facilities will be limited to those areas and equipment specifically requested in the application. Only school personnel or designee may relocate any school equipment.
8. All users will be responsible for any damages created during the time of their use of the facilities. A determination of damages will be made by the Director of Buildings and Grounds.

9. In all advertising for events the school's name should be only used as the designated facility where the event is being held. In no way shall the school be listed as sponsoring the event. The user shall not place any signage in, on or around the District's property without the express consent of the Superintendent or Building Principal. If such permission is granted, the user will remove all signage and other personal property brought into the building prior to vacating the premises after the event.
10. All driveways must be kept open for fire equipment access in case of fire. Parking along curbs in front of buildings is prohibited.
11. Warren Township High School supports a NO HAT policy inside its facilities during school hours. We expect the sponsors of all events to assist in the implementation of that policy.
12. Violation of any of these rules could result in loss of the privilege of future use of the facilities.

### Facility Use Procedure

Use our online reservation system to reserve facilities.

Step 1: Become a Requester

Step 2: Wait for your approval email

Step 3: Submit Insurance Liability Form (Outside Groups)

Note: Facility use by outside organizations will not be granted or approved until current liability insurance is on file. Upload as a .pdf document or a .jpg graphic file and click submit.

Step 4: Once approved as a requester, you'll log in to your account to place Facilities requests. Requests should be submitted at least ten (10) working days prior to the event. Requests made with less than ten (10) days notices may not be approved.

Step 5: Wait for email of approval/denial of your facilities request. To check on the status of your request, log in to your account and click on the request history tab.

Step 6: When a request has been approved, an electronic contract will be sent to the requester. Sign the electronic contract with the pin you created in your account

Step 7: Invoices will be sent out to individuals without standing balances. Failure to pay previous balance may result in a loss of ability to request space.

### Facility Use Fee Schedule

All organizations will pay use fees according to their classification. In addition, all organizations shall pay personnel charges and equipment charges. The use fees will be determined by the classification of the organization. A Warren Township High School designated staff member or security staff must be on the premises during any activity.

Groups can request a waiver of the use fees; such a request must be in writing and received in the Superintendent's Office for consideration and potential approval by the Board of Education.

Additional hourly charges may occur for the use of specific facilities including but not limited to our auditorium, stadium field and swimming pool. Additional hourly charges may occur if additional security, maintenance, custodial, technology and/or other services are required. Additional hourly charges may occur for the usage of specific equipment associated with the facility use request. Seasonal charges may also be arranged to approximate hourly costs.

Facility Use Categories

Class I: All approved student organizations of Warren Township High School District #121, alumni organizations, all staff organizations, all taxing bodies within District #121, all groups affiliated with District #121 or its schools (including organizations whose primary purpose is to provide financial assistance to District #121 or its schools), and all public schools within District #121.

Class II: Nonprofit charitable, religious, philanthropic, and civic organizations within District #121.

Class III: All other individual citizens and/or other groups for personal use or profit.

	Class I	Class II	Class III
Hourly room usage rate on regularly scheduled school days, if space is available.	None	\$25	\$50
Hourly room usage on days when school is not in session, if space is available	None	\$50	\$100

DATED: Implemented October 22, 2019