

**Oregon CUSD #220**  
Request for Rental of School Facilities  
2019-2020

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Facility/Room Requested: \_\_\_\_\_

Day/Date Requested: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Attendance Expected: \_\_\_\_\_ Admission to be Charged: \_\_\_\_\_

Disposition of Proceeds: \_\_\_\_\_

Person in Charge and Responsible to the Board of Education:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of Event:

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**Oregon CUSD #220**  
**Rental Classification and Agreement**

<u>Facility Rates (per hour)</u>				<b>Estimated</b>
<b>Space</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	
<b>Oregon Elem School :</b>				
Jefferson wing gym	\$0	\$10	\$20	
Etnyre wing gym	\$0	\$15	\$30	
Ore. Elem. Gym/Cafe	\$0	\$20	\$40	_____
<b>David L. Rahn Jr. High :</b>				
DLR JH gym	\$0	\$25	\$50	_____
<b>Oregon High School :</b>				
OHS Music Room	\$0	\$25	\$50	
OHS Gym	\$0	\$25	\$50	
BHC (per court)	\$0	\$25	\$50	
Each add court	\$0	\$5	\$10	
Daily cap (up to 8 hours)	\$0	\$200	\$400	_____
<b>All :</b>				
Classroom	\$0	\$20	\$40	
Computer Lab	\$0	\$20	\$50	_____
<b>Custodial Services</b> (Rates set annually)			_____ hrs @ \$24.00 per	_____

**NOTE: A \$75.00 cancellation fee will be assessed if cancellations are made to rental dates within 10 days of the scheduled event.**

**Estimated Total Due** \_\_\_\_\_

**Deposit Due** \_\_\_\_\_

**\*\*All Rates on Holidays are Double**

All rental permits issued by the School District are subject to cancellation without notice:

Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Agent

As of this date the above request does not interfere with the educational program of this school and this request is hereby approved. Should such a conflict arise after the approval of this contract, the event will be rescheduled with proper notification to the renter.

Date: \_\_\_\_\_ Superintendent \_\_\_\_\_ OHS

Date: \_\_\_\_\_ A.D./Activities \_\_\_\_\_ OHS

Date: \_\_\_\_\_ Dir. B&G \_\_\_\_\_ OHS

## **Classification of Groups;**

### Class A – School or school affiliated groups

This category includes students in District #220 school programs, school clubs, student or employee organizations, and OHS parent groups etc. No fees will be charged unless extra custodial or kitchen fees are necessary.

### Class B - Community and Civic Organizations

This category includes functions open to the public such as scouts and 4-H clubs with membership composed primarily of the District Residents, tax supported bodies, and youth and adult character building organizations not operating for profit. Custodial fees will be charged. Additional operating fees may be charged depending on the scope of the activity. Any non-school sponsored function or event that charges admission will be classified as Class C

### Class C - Private and Commercial Rental

This category includes closed political meetings and meetings called for commercial or semi-commercial purposes or group benefit and organized groups within the community dedicated to personal or private use for meetings or entertainment.

Fee charges itemized in this section may not apply to lease agreements entered into by the Board of Education Building and Grounds Committee and an individual or organization leasing unused school space for extended time periods or who may have unique request.

## **General Requirements:**

1. Schools and their facilities shall be made available to the public as freely as is consistent with state statutes, policies of the Board of Education, and within the original and primary purpose of the school.
2. In cases where the same facility is desired for the same time period by more than one organization, preference will be given first to school groups, then to other Class A organizations, then Class B, then Class C groups in that order.
3. All non-district organizations requesting to use any part of the facility must provide a valid Certificate of Insurance with combined Bodily Injury and Property Damage limits of not less than \$1,000,000 five (5) working days prior to the event. **Oregon CUSD, District 220, must be named on the certificate of insurance as additionally insured.**
4. Applicants for use permits must satisfy the superintendent or his designee that they are responsible persons and officially represent responsible organizations; that they will guarantee orderly behavior and will underwrite

any damages due to their use of the premises; that their program is of a nature suitable for presentation in a public school; that the proposed activity is lawful and in conformity with regulations of the Board of Education

5. Permit holders must agree to save and hold harmless the said public schools and must agree to assume responsibility for all liabilities arising incident to occupancy, it being understood and agreed that the School District assumes no obligation respective to the use of such premises.

**Special Requirements and Restrictions on Use:**

1. Schools may not be used for teaching or promoting any theory or doctrine of a subversive nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.
2. Use of tobacco, intoxicating beverages and harmful drugs are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain thereon. Responsibility for these controls rests upon the party signing the application.
3. All meetings involving school children must be in charge of responsible adults, the number of supervisors varying according to the number of participants and their age. Adequate supervision and leadership must be provided throughout the period authorized for use. Meetings shall close promptly at 10:00 pm or earlier, unless otherwise approved by the superintendent or his designee.
4. Use of any materials on floors or other parts of the building without specific approval of the building superintendent or his designee is strictly prohibited.
5. Organizations using the facility without charge must set up and restore, under the supervision of the applicant, all furniture and equipment.
6. Any decorations or outside approved equipment shall be erected in a manner that will not be destructive of school property, and such erection shall be in accordance with local and state regulations and approved by the building superintendent or his designee. All decorations or outside-approved equipment will be removed immediately after event unless prior arrangements have been arranged.
7. Permit holder shall assume responsibility for securing necessary police and fire supervision in accordance with city ordinances or other governmental regulations or if so directed by the school administration.

8. Permission for use of special or extra equipment must be included in the application. If such equipment is desired, it must be used within the school property and special arrangements made with the superintendent or his designee. Extra compensation must be paid for employees to set up or tear down, operate, or supervise special or extra equipment. No equipment is to be loaned or rented for use outside public school property without written authorization from the superintendent or his designee.

9. The Board of Education or their designee, at its discretion, reserves the right to deny applicant requests and to suspend or terminate a permit at any time.

**10. A deposit of fifty percent (50%) of the Estimated Total Due will be made within five (5) working days prior to the event.**

11. School facility use will be terminated if the balance of charges is not paid within sixty (60) days after statement has been rendered. All checks shall be made payable to:

Oregon CUSD #220  
206 S. 10th Street  
Oregon, IL 61061

I have read the General Requirements and Special Requirements and Restrictions on Use sections and agree that my organization will abide by all outlined policies and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Agent

Name of Organization \_\_\_\_\_