

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 administrative assistant for the Student Activities Director, who is located at MCHS - South Campus in Channahon. Requests are then processed by the Student Activities Director and Athletic Director, and then formally approved or denied by the Facility Usage Coordinator.

Minooka Community High School District 111 and the MCHS District 111 Board of Education reserve 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.

Please note the following regarding facility usage requests:

- The use of school facilities for school purposes and school-sponsored activities takes precedence over all other uses, and school-sponsored organizations and activities will have first priority for facility use. Non-school entities will not be permitted to use school facilities if the requested use would interfere with school operations or activities.
- Non-school organizations are eligible for non-exclusive use of school facilities. The School District retains the right to use or access the facilities at any time, for school-related purposes.
- Use or rental of a facility does not constitute District endorsement of the organization's or program's theme, product, ideas, activities, or participants.
- **Facility usage fees shall be paid in advance of your event, unless arrangements have been made with District Office.**

FACILITIES AVAILABLE FOR RENTAL

The following locations are available for rental. Additional usage beyond time minimum will be billed on an hourly basis. If there is a location you would like to rent that is not on this list, please contact Anne Seidel at aseidel@mchs.net or call her at 815-521-4108 for more information.

Location	Campus	Seating Capacity	Fee for 3 hours (minimum)
Auditorium	Central	755	\$250
Auxiliary gymnasium	Central/South	350	\$75
Band room	Central	30	\$60
Baseball diamond	Central	N/A	\$60
Bistro	Central	40	\$60
Conference Room (Room 263)	Central	30	\$60
Cafeteria	Central/South	500	\$150
Career Center	Central	40	\$60
Choir Room	Central	40	\$60
Classrooms (per room)	Central/South	30	\$60
Dance Studio	Central/South	30	\$75
Fields (soccer, baseball, softball)	Central	N/A	\$60
Football field* **	Central	2,000	\$150

Kitchen***	Central/South	N/A	\$180
Large gymnasium****	Central/South	1,500	\$150
Library	Central/South	200	\$75
Locker rooms (per room)	Central/South	200	\$75
Staff dining room	Central/South	30	\$75
Tennis courts	Central	N/A	\$60
Ticket booth (near stadium)	Central	N/A	\$50
Track	Central	N/A	\$40
Wrestling room	Central	100	\$150

*Football lights will be billed at \$60 per hour. This is in addition to the use charge.

**Lining of the football field will be billed as a one-time fee of \$60 per event. This is in addition to the use charge.

***Use of the kitchen requires a kitchen staff member who must be present for the duration of the use of the kitchen. The rate is to-be-determined. This is in addition to the use charge.

****Use of a large gymnasium for a non-athletic event (determination is made by the district) requires the use of a protective floor tarp, which will be billed as a one-time fee of \$150 per event. This is in addition to the use charge.

FEES FOR SUPPORT STAFF

The following school personnel may be hired by your organization. The wage rates listed below for personnel are per hour. This is in addition to the use charge.

Position	Per-hour charge
Custodian	\$40
Security	\$30
Light board/soundboard technician (student worker)	\$10
General support staff	TBD

HOW THE DISTRICT DETERMINES FACILITY USAGE CHARGES

Minooka Community High School District 111 determines facility usage charges based on the characteristics of the group/organization submitting a facility usage request. **Note: facility usage fees shall be paid in advance of your event, unless arrangements have been made with District Office.**

Category 1

Any inside group, student group, affiliated group of the high school, any conference, or association that the high school is a member. Any booster group associated with the district. Any higher education institution (university, community college, etc.) that houses an MCHS supported cohort program for MCHS staff.

Fees and charges for support staff: There are no fees charged for use of facilities, nor no fees charged for support services.

Category 2

Any government or non-profit organization that operates within the district boundaries (no fee charged for admission to activity). This group includes groups such as Boy Scouts, Girl Scouts, Lions Club, local churches, sender school districts, and village-initiated programs.

Fees and charges for support staff: There are no fees charged for use of facilities, but fees will be charged for custodial services if custodial staff is required outside of established schedules. Actual costs for other support staff required for the event will also be billed per-hour according the schedule of rates established annually.

Category 3

Non-profit and booster fund raisers or where an admission fee is charged for entrance to event. Examples are craft fairs and fund raisers for booster organizations.

Fees and charges for support staff: There are no fees charged for use of facilities, but fees will be charged at a per-hour rate for custodial services regardless of the time of your event. Actual costs for other support staff required for the event will also be billed per-hour according the schedule of rates established annually.

Category 4

All other organizations or activities that do not fit within the framework of the first three categories. The district reserves the right to limit use of facilities for any activity or to any organization that is counter to its stated mission and goals.

Fees and charges for support staff: Facility fees will be charged according to the established rate. Fees will also be charged at a per-hour rate for custodial and all other support staff positions for the duration of your event.

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 \$1,000,000/\$2,000,000. Bodily Injury and \$400,000 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. The policy must provide coverage for the facilities to be used and the event to be conducted, including all related activities.

ALCOHOL AND DRUGS

Absolutely no alcoholic drinks, narcotics, controlled substances, or illegal drugs are permitted on school district property.

TOBACCO

The buildings and grounds owned and operated by Minooka Community High School District 111 have been designated as tobacco-free by the Board of Education.

CLEAN-UP

Clean-up 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-owned 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. The district cannot guarantee any equipment requests that are not made a minimum of one week in advance of your event. Any damage to equipment used will be billed to the organization.

GAMES OF CHANCE

Absolutely no games of chance are to be played or are permitted on school district property.

Please print. Completed requests should be returned to Anne Seidel via email at aseidel@mchs.net or to MCHS - South Campus, which is located at 26655 W. Eames Street in Channahon, IL 60410. Questions? Call 815-521-4108.

1. Today's date: _____
2. Name of your organization: _____
3. Purpose for which facilities are to be used: _____
4. Contact information of individual in charge of event/responsible to MCHS District 111:

_____ (name) _____ (email address)
 _____ (phone) _____ (street address)

5. Date(s) being requested: _____
 Start time: _____ End time: _____
 Setup begins: _____ Clean-up ends: _____

Alternate date(s) and/or time(s): _____

6. Campus (check one): South Central
7. Probable event attendance: _____
8. Requested area(s) of facility (please be specific): _____
9. Special assistance needed from school staff (cafeteria, security, audio-visual technician, custodian, etc.):

10. Please indicate if your event will include vendors: NONE Food Products Other _____

<p>You must include a copy of your organization's insurance policy with this application. Please indicate the name of your insurance agency and your policy number below, and attach a copy of your policy.</p>	
_____ (name of insurance company)	_____ (policy number)

AGREEMENT: I have read and understand the regulations on the attached sheet. On behalf of myself and my organization, I hereby agree to comply with these regulations. The organization and I assume full responsibility for the use of the facilities by the organization (including, but not limited to, responsibility for supervision and liability). In consideration of the use of the facilities, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the organization and I agree to defend, indemnify and hold harmless Minooka Community High School District 111, its Board of Education, and the Board's members, officers, employees and agents, from and against any and all claims, liabilities, demands, costs and expenses, including reasonable attorneys' fees, arising from or in connection with the organization's use of school facilities. The organization understands and agrees that Minooka Community High School District 111 assumes no obligation or responsibility in connection with the organization's use of school facilities. The organization further agrees to pay for the repair of any damage to school facilities, furniture, or equipment arising out of the organization's use of school facilities, whether such damage is accidental or deliberate. I warrant that I have the authority to sign this document on behalf of the organization, and to bind the organization thereby. **I understand facility usage fees shall be paid in advance of my event, unless arrangements have been made with District Office.**

_____ (signature) _____ (date)

OFFICE USE ONLY			
Athletic Director _____	Date _____	Date received _____	Usage fee _____
Student Activities Director _____	Date _____	Date approved _____	Waived <input type="checkbox"/> Y <input type="checkbox"/> N Init. _____
Facility Usage Coordinator _____	Date _____	Date notified _____	Ins. Proof <input type="checkbox"/> Y <input type="checkbox"/> N Init. _____