



Facility Rental Agreement Packet



Usage Policy and Procedures

District Policy & General Rules

School facilities are available to community organizations during school and non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of Mascoutah Community Unit School District #19 (“District”). The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District’s procedures to manage community use of school facilities and conduct rules at all times.

During the school term, the District’s property and facilities are only available for usage between 8:00 a.m. and 9:00 p.m. by outside groups unless prior approval is granted by the Superintendent or designee.

No indoor rentals shall be allowed on District holidays or during summer hours. Exceptions may be permitted with the permission of the Superintendent or designee.

Procedures for Facility/Property Use

The following procedures are to be followed for any and all applications for facility usage and, if approved, for the usage of District facilities regardless of whether or not the user of the facility is being charged by the District.

Application Process

A. Obtaining an Application

The individual, organization, or entity requesting usage of any District property or facility may obtain the Facility Rental Agreement (“Agreement”) from the Administrative Support Center or may access the Agreement on the District’s website, msd19.org.

B. Submitting an Application

Before submitting an Agreement application, facility requester must consider:

1. Use of additional equipment (non-structurally attached) and/or special use needs: A written request is required for additional equipment and/or special use needs. For example, if the requester needs volleyball nets the District may impose an additional fee for setup and teardown.

2. "Special Event Insurance Certificate" that meets the following conditions:

Damage Limits -

- a) General Aggregate = \$1,000,000
- b) Personal & Advanced Injury = \$1,000,000
- c) Each Occurrence = \$1,000,000
- d) Fire Damage = \$50,000
- e) Medical Expenses = \$5,000

Covered Entities -

- a) The Insurance Certificate must also list Mascoutah School District as an additional insured entity under the "Certificate Holder".

3. By law, at least one person who holds a valid certificate in basic cardiopulmonary resuscitation, which complies with generally recognized standards for basic cardiopulmonary resuscitation (CPR), and in the use of an Automated External Defibrillator ("AED") must be on site if physical fitness is occurring.

Therefore, the individual or entity applying for usage must submit the name of the individual who shall be present for the usage. If the individual or entity applying for such usage does not have an individual properly certified in basic CPR and in the use of an AED (who will be onsite during the usage) then the District may supply a trained staff member at the cost of the individual or entity using its physical fitness Facilities. See Appendix A: Notice of Emergency Plan more details including AED Locations in each school and the Administrative Support Center.

- 4. All information on the Agreement application, except for the signature(s), must be legible (printed or typed).
- 5. A completed Agreement application must be submitted to the Business Office at least ten (10) days in advance of the requested use date.
- 6. Submit Agreement applications to the Administrative Support Center at 421 W. Harnett St, Mascoutah, IL or via email at business@msd19.org.

The completed, submitted Agreement application is only valid for the dates and times listed on the application. The individual or entity requesting a change in the date or time, or requesting a subsequent/different event must file a new Agreement application.

Reminder that school activities and/or school related events/activities shall take precedence with regard to property and facility use.

Approval/Denial of Facility Rental Agreement

The Agreement application shall not be considered nor approved until all required documents have been received by the Business Office. Such required documents include (a) a fully executed application, (b) written request for additional equipment and/or special use needs of applicant (if applicable), and (c) properly documented Special Event Insurance Certificate which meets the required damage limits.

After the required forms have been properly submitted to the Business Office for review, the District shall notify the requester of the decision to approve or deny within two (2) business days.

A. Approval

1. Fees: Upon receiving approval, the total estimated cost of the individual's/entity's fees shall be provided. See Organizational Categories and Fee Schedule for more details.
2. Group Placing: Disputes with the determined group fee charges can be brought in writing before the Board of Education. The Board determination will be final.
3. Day of event: The individual or entity must have the approved application in its possession on the day(s) of the event. If the individual or entity is not in possession of the letter approving its use of the property/facilities for the day in question, the individual or entity will be asked to leave and will not be permitted to use the property/facilities as approved.
4. Completion of event(s): After the use of the property/facility has concluded, the individual or entity shall notify the Business Office that rental agreement is complete and of the total days and hours used. The Business Office will bill the renter for usage and any other fees applicable to the renting of property or facility. If damages occurred, the cost for repair will also be on the bill. Total fees are due to the Business Office within thirty (30) business days of billing. The Business Office will accept cash, check, or credit cards (additional fees apply if using credit card). If such payment is not tendered, the individual or entity will not be permitted to use the property/facilities for future requests and information may be turned over to a collection agency.

B. Denial/Cancel

1. The Superintendent or designee has the right to deny any agreement if the individual or entity has shown a propensity to pay its fees in a timely manner.
2. The Superintendent or designee has the right to restrict, reject, or deny access to any group for the following, but not limited to, reasons:

- a. The request for usage would interfere with a school function.
 - b. The request for usage would cause the individual or entity to engage in political or profit-making activities deemed to be inconsistent with the use of the premises which are appropriate for public schools.
 - c. The request for usage would prohibit access to the facilities for other usages which were previously approved for other groups.
 - d. Property/facilities usage was requested by an individual who has or entity that has been known to demonstrate lack of care or proper maintenance for District property/facilities.
3. Should the individual or entity decide to cancel its event, the Business Office must be immediately notified. Failure to notify the Business Office shall result in the individual or entity forfeiting their right to a refund. Additionally, the individual or entity will be charged all fees associated with the District's setup and teardown of the event.

Thank you for your interest in the use of District property and/or facilities. If you have any questions, please contact the Business Office at 618-566-7414.



Facility Rental Agreement For Use of District Property or Facilities

Building Usage

As a service to the communities of the Mascoutah Community Unit School District #19 ("District"), the District permits individuals and entities to rent its property and facilities during non-school hours. Such activities must be scheduled in a manner which does not interfere with activities associated with the operation of school-related classes, support groups, extra-curricular activities, or regular maintenance of District property or facilities.

General Practices

1. At the Superintendent's or designee's discretion, the District may grant individuals or entities, including but not limited to community and/or student organizations, short-term rental access to school facilities, provided such organizations agree to the terms listed in the Conditions for Rental section of this document.
2. During the school year, the District's property/facilities are only available during the hours of 8:00 am until 9:00 pm by outside groups unless prior approval is given.
3. No rental shall be allowed on District holidays or during summer hours unless permitted by the Superintendent or designee.

Conditions for Rental

Permission to rent property or facilities is subject to approval by the Superintendent or designee upon submission of all required materials to the Business Office. The following rules must be followed by the individual or entity whose Agreement application is approved for usage:

1. Abide by Federal, State, County, and local laws including all of the rules and regulations of the District.
2. Abide by capacity codes of the rental area set forth by the District.
3. All advertisements and information must note the name of the organization and the telephone number of a contact person and should neither imply the endorsement of the District nor have the District phone number listed. Advertisements must not be made or

distributed prior to approval of a requested usage and execution of a rental agreement. The District will review and approve all advertising for an event prior to its distribution.

4. Maintain a tobacco-free, vap-free, and alcohol-free environment.
5. Permit District employees, at the discretion of the Superintendent or designee, to attend or monitor the event(s) or activity(s).
6. Submit Facility Rental Time Cards so that the District may assess any additional fees. Renters must sign in upon arrival and sign out immediately before departure. Failure to clock in appropriately may result in the termination of the Agreement and forfeiture of any potential refund.
7. Stay in the designated rental areas. Renters may not enter building areas not covered by the Agreement.
8. Minors (21 years of age and under) shall be supervised by adults over the age of 21 at all times.
9. Serve/sell only beverages (i.e. soda, bottled water) purchased through the District or catered by professional restaurants, caterers, or organizations possessing the proper licensing and/or permits if renting during schools hours as defined by Illinois School Code as 12:00 am to 30 minutes after the last school bell.
10. Base fees for spaces are established by area as defined within the Fee Schedule. Included in the base fee price are factors such as, but not limited to, wear and tear of foot traffic and basic utilities such as restrooms, water, lighting, heating, or air conditioning.
11. User agrees to pay any additional fees as needed prescribed within the contract including custodial, lighting and sound technicians, piano tuning, security guards, and food service staff.
12. Custodial fees are assessed at a rate of one and half (1.5) times of the median hourly rate for Supervisors of Buildings & Grounds per the current fiscal year contract. Custodians are assigned to the renter to setup, teardown, and clean up after the rental. They are also capable of handling on-site issues and emergencies that may arise during the rental.
13. Lighting and sound technicians shall be supplied by the District. The renter shall be assessed the expense for such technicians at the hourly rate defined in the Fee Schedule.

14. Renters may not tune or adjust District pianos. All fees resulting from requested tunings or required tunings after the event based upon unauthorized use by renter shall be the responsibility of the renter.
15. Renters may not move District equipment such as, but not limited to, lighting, sound board, or sporting equipment without the permission or assistance of District staff. All fees resulting from repairs due to unauthorized movement of District equipment by renter shall be the responsibility of the renter.
16. Food Service areas (kitchens) may be included within the rental agreement provided that renter retains the service of at least one District Food Service employee. The number of Food Service employees required will be established on a case by case basis. This fee is set forth in the Fee Schedule.
17. Security guards may be required on a case by case basis. The Superintendent or designee will notify an organization requiring extra security at the time the contract is approved. Security must be supplied by District employees or its designees.
18. Each organization using the school property or facilities shall be responsible for the conduct of the people admitted and any damage or breakage incurred during the activity.
19. The facility must be returned to its proper status upon the conclusion of the event or the individual or entity must pay for all repairs/duties to return it to pre-event condition.
20. The applicant, renter, organization shall indemnify, defend, and save harmless Mascoutah Community Unit School District, its Board of Education, officers, agents, and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgements, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of District pursuant to this agreement.
21. The renter shall procure and maintain, at its sole cost and expense, comprehensive general liability insurance as outlined in the Facility Rental Agreement Packet.
22. It is agreed the policies and procedures adopted by the Board of Education for use of school buildings and provided to all renters in advance will be rigidly enforced.
23. The individual or entity applying for the usage personally accepts the responsibility for the payment of bills and that all rules, regulations, and procedures pertaining to the use of the property are observed.

Food Service

Guidelines for sale or distribution of food items served at District facilities are available upon request. Food served at District facilities must follow additional guidelines, rules, and procedures as well as contracts established by the District. Contact Susan Sommers at 618-448-0700 for more detail.

Revoking or Rejecting Agreements, Cancellation of Event/Usage

Approval of usage or events may be revoked or rejected by the Superintendent or designee in accordance with the Facility Rental Agreement Packet. Events or usages may be cancelled by the individual or entity approved for usage in accordance with the Facility Rental Agreement Packet.

Auditorium, Mascoutah High School

Additional guidelines, rules and regulations have been established. Any such guidelines, rules and regulations specifically related to Mascoutah High School Auditorium shall be made available upon request. Requests are made to the Business Office.

Administrative Support Center (ASC) Board Room

Additional guidelines, rules and regulations have been established. Any such guidelines, rules and regulations specifically related to ASC Board Room shall be made available upon request. Requests are made to the Business Office.

Facility Rental Agreement - Organizational Categories

The information included below shall serve to determine the category in which an organization requesting use of District property or facility(s) is assigned. The categories and fees charged are set by the Board of Education.

Group 1

Such organizations will include, but not limited to the following:

- Illinois High School Athletic Association Events/Meetings
- District 19 Booster Organizations and Parent-Teacher Organizations
- High School Academic Organizations sponsoring District 19 events
- District 19 Alumni Reunion Organizations
- Mascoutah student organizations, clubs, extra-curricular activities, and sports teams

Group 2

- Youth Organizations not affiliated with the District comprised of 80% or more District #19 constituents

Group 3

Such organizations will include, but not limited to the following:

- Taxing districts serving the District
- Organizations affiliated with taxing districts servicing the District
- Non-profit, not-for-profit community groups servicing District 19 and its students
- Registered charitable/civic organizations servicing District 19 and its students
- Religious Organizations
- School District tax paying citizen groups
- Youth Organizations not affiliated with the District comprised of 50-79% District #19 constituents

Group 4

Such organizations will include, but not limited to the following:

- Organized adult athletic leagues
- Professional performance groups
- Private businesses, organizations
- For-profit groups
- Fraternal organizations
- Social groups
- Political parties
- Non-public schools
- Youth Organizations not affiliated with the District comprised of 50% or less District #19 constituents

The Superintendent or designee have the discretionary authority to place individuals or entities in the groups above based on description provided in the Agreement application. Priority and special fee consideration will be given to Youth Organizations made up of more than 80% children of District 19 residents who have made significant donations to the District.

Considerations or Donations, whether in-kind or monetary and exceeding the hourly rental cost, are considered on an annual basis.



Facility Rental Agreement Fee Schedule

The following Schedules shall serve to determine the fee charged to an organization for the use of property or facilities based upon the Organizational Category to which the organization belongs. The categories and fees charged are non-negotiable unless approved by the Superintendent or designee.

Facility Rental Fee

				2 hour minimum
Facility	Group 1	Group 2	Group 3	Group 4
		Hourly Rate	Hourly Rate	Hourly Rate
ASC Board Room	No Charge	\$20	\$30	\$40
Cafeteria	No Charge	\$15	\$15	\$25
Classroom	No Charge	\$15	\$15	\$25
Conference Room	No Charge	\$15	\$15	\$25
Gym (Main HS & MS)	No Charge	\$25	\$45	\$100
HS Gym Mezzanine	No Charge	\$15	\$30	\$45
Gym (other)	No Charge	\$20	\$35	\$90
Library	No Charge	\$15	\$20	\$25
MHS Varsity fields - when used for games Baseball, Softball, Soccer	No Charge	\$25	\$40	\$55
Parking lots (outdoor activities)	No Charge	\$15	\$20	\$30
Stadium	No Charge	\$25	\$50	\$100
Tennis Courts - w/lights	No Charge	\$35	\$50	\$100
Field House	No Charge	\$20	\$60	\$100

Custodial Fee - Required for weekend rentals

Group 1	Group 2, 3, & 4
No Charge	\$30 per hour

Note: Custodial fees will be charged upon hours reserved plus .5 hour before and .5 hour after the event.

Food Service Fee - If event requires the District to make and serve food

Group 1	Group 2, 3, & 4
No Charge	\$30 per hour

Note: Food Service fees will be charged upon hours reserved plus .5 hour before and .5 hour after the event.

Equipment Usage Fees Per Event (in addition to hourly Fee)

	Group 1	Group 2	Group 3 & 4
Choral Risers	No Charge	\$30.00	\$50.00
Piano	No Charge	\$30.00	\$50.00
Portable Bleachers	No Charge	\$30.00	\$50.00
Projector & Screen	No Charge	\$30.00	\$50.00
Public Address System	No Charge	\$30.00	\$50.00
Stadium Lights	No Charge	\$30.00	\$50.00

Auditorium Fees**High School Auditorium Rental Fee - in addition to the Manager and Sound/Lighting/Rigging fee**

	Group 1	Group 2	Group 3 & 4
		Total fee per hour first five (5) hours	
Monday - Thursday Rehearsal	No Charge	\$60	\$120
Friday - Saturday Rehearsal	No Charge	\$90	\$180
Monday - Thursday Performance	No Charge	\$100	\$200
Friday - Saturday Performance	No Charge	\$150	\$300
Fee per hour after five (5) hours	No Charge	\$50	\$100

High School Auditorium Hourly Manager's Fee

Group 1	Group 2, 3, & 4
No Charge	\$30 per hour

High School Auditorium Hourly Sound/Lighting/Rigging Fee (per technician, based on need)

Group 1	Group 2, 3, & 4
No Charge	\$20 per hour

Appendix A: Notice of Emergency Plan

The District has adopted and implemented a Medical Emergency Plan ("MEP") which encompasses the use of an Automated External Defibrillator or "AED". A copy of the District's MEP may be obtained by contacting Colleen Henson, RN at 618-566-2305.

There is one (1) AED at the District Office:

1. Located next to the water fountains.

There are six (6) AEDs located on the Mascoutah High School campus:

1. Outside the auditorium doors.
2. Hall between the gyms next to the weight rooms.
3. Hall outside of the chorus/band room, outside rooms 70 & 72.
4. Second floor mezzanine of the competition gym (east wall).
5. First floor hall of classroom wing, outside room 137.
6. Second floor hall of classroom wing, outside room 222.

There are two (2) AEDs located on the Mascoutah Middle School campus:

1. Gym lobby across from room 621.
2. Main office lobby.

There are four (4) AEDs located on the Mascoutah Elementary School campus:

1. Annex building in the hall next to room 100.
2. In the hallway outside of "Small Gym" across from girls restroom.
3. In the hallway outside of "Big Gym"/Janitor's Room.
4. In the main hallway outside of the Cafeteria across from backdoor 16.

There are three (3) AEDs located on the Scott Elementary School campus:

1. Located in the main hallway outside of the library.
2. Located at the end of 5th grade hallway near playground exit doors.
3. Located at the end of 2nd grade hallway near playground exit doors.

There are three (3) AED located on the Wingate Elementary School campus:

1. Located in the main hallway outside of the library (room 8323).
2. Located on the second floor outside the library research room (room 8420).
3. Located in the hallway between the gym and multipurpose room.

In the event that a medical emergency occurs, call 911 immediately. In addition, call the building administrator or contact the staff on duty. The number is located on the approved application.

The District assumes no liability for the loss of damages incurred as the result of negligent use or failure to use the AED or allegedly resulting from the adoption or implementation of the MEP. The organization is responsible for the cost of the AED if not returned in good working order or if not returned at all.

Mascoutah Community Unit School District #19

Application for Use of School Facilities

To be submitted to the Superintendent "qt'Dwkp guu'QWkeg0

This application must be approved before a non-school related group is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related. Use of school facilities for school purposes has precedence over all other uses.

Organization name	Supervisor from organization <i>(must be 21 years of age or older)</i>
Phone/email address	Program/activity
Date(s) and start/end time(s)	Primary Requested School facility
Materials to be brought into facility	Rooms Desired
Equipment needed	Secondary Requested School facility
Food service required	Rooms Desired

Special Instructions

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity.
- Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here if this is agreeable*

2. All non-school related groups must agree to:

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the School Board's discretion.
- Supply proof of insurance naming Mascoutah CUSD #19 as an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property

_____ *Initial here if this is agreeable*

3. All non-school related groups must pay the following fees (see organizational categories and fee schedule for more details):

Rental charge (unless waived by Board policy): _____

Meal and beverage service (cost as determined by the cafeteria supervisor): _____

Custodial Charge: _____

Auditorium Technician Fee: _____

Equipment Usage Fee: _____

_____ *Initial here if this is agreeable*

4. Payment Method: Check Money Order Credit Card

If payment is by check, please make check payable to: _____ *Mascoutah School District 19*

If payment by credit card, please indicate the following: Visa Master Card

Expiration date: _____ Credit Card No.: _____ CVV: _____ Today's date: _____

Authorized amount: _____ Authorized signature: _____

There is a convenience fee if paying debit/credit card. _____ Initial here if this is agreeable

5. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an Automatic External Defibrillator (AED) is used.

_____ *Initial here if this is agreeable*

6. All non-school related groups must agree to follow the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 4:170-AP6.

Important: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

Activity being proposed is not in a physical fitness facility.

_____ *Initial here if this is agreeable*

Copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility* has been provided. 77 Ill.Admin.Code §§527.400(a) and 527.800(c). **Important:** State law encourages all non-District coaches, instructors, judges, referees, or other similarly situated non-District anticipated rescuers who use the physical fitness facility in conjunction with the supervision of physical fitness activities to complete a course of instruction that would qualify them as a trained AED user under Ill. law. 410 ILCS 4/10; 77 Ill.Admin.Code §527.100.

_____ *Initial here that a copy of the Plan was received and that the Applicant has read and understands the above note.*

7. If the request involves a physical fitness facility, the non-school related group must:

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
- Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed.

_____ *Initial here if this is agreeable*

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

_____ Applicant name <i>(please print)</i>	_____ Telephone number
_____ Address	_____ Email address
_____ Applicant signature	_____ Date

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. *(Note to Superintendent or designee: After approving or denying this application, return a copy of it to the person making the request, keep the original in the central office, and send a copy to the appropriate Building Principal.)*

Approved **Denied**

_____ Superintendent or designee	_____ Date
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