



## **RULES GOVERNING THE RENTAL OF Woodstock CUSD No. 200 Buildings**

1. Applications for use of the Woodstock School District's facilities must be requested via the district's website under "Building Rentals" a minimum of **two weeks prior** to date of intended use.
2. All applications must be approved by the school principal and the Director of Buildings & Grounds or designee. Determination of the class designation is made by the Director of Buildings & Grounds.
3. School sponsored activities take precedence over any outside building rental.
4. All applications must be complete and provide a certificate of insurance providing liability coverage for the organization naming Woodstock Community Unit School District 200 as the certificate holder. The insured amounts not less than the following:
  - A. Bodily Injury Liability of \$100,000/\$300,000 each occurrence, with an aggregate of \$1,000,000.
5. All groups/individuals conducting physical activity must provide an Assurance of Indemnification (AED) to the Buildings & Grounds Department.
6. An estimated fee will be provided at the time of application approval and sent to address provided on the application. The final cost will be determined after the event and sent by invoice to the billing contact on the application.
7. Any direct expenses incurred by the school district shall be billed to the applicant.
8. Errors discovered on the application including cost estimates and all outstanding issues need to be resolved prior to use of the facility.
9. The maintenance and custodial costs are included in the **weekday** rate. Additional charges for maintenance and custodial costs will apply for rental time on custodial non-attendance days.
10. Payment is due in full to the District within 30 days of invoice. Checks should be made payable to Woodstock Community Unit School District 200 with invoice number included on the check. Fees not paid within 30 days of invoice will preclude any future rental use in District 200 and will be assessed a 1.5% per month charge.
11. Any organization that has a past due account will not have dates held until payments are made.
12. Cancellations must be made **48 hours prior** to the last business day (Monday- Friday) prior to the date the facility is to be used. If the renter cancels the event after the 48 hour time period, 1/3 of estimated fee will be assessed.

**(continued)**

## Rules Governing Rental, P. 2

13. Use of school facilities during school hours and on non-school days must end by 10pm.
14. In the event there is additional equipment needed, the costs of additional equipment, delivery, set up, take down and pick up will be included on the invoice.
15. Custodial charges, and security charges, will apply to non-custodial attendance days. If the district incurs an additional charge for custodial services (school days and non-school attendance days) they will reserve the right to charge the additional amount to the renter.
16. Organizations using the building and facilities shall be supervised by one adult per 15 youth, under the age of 16, to assure proper care and use of school property. Organizations must provide traffic control/police protection from the local governing authority at their own cost for any event with 600 or more people attending. The District may bill any organization at a higher rate for failure to provide traffic control/police protection when needed. The organization shall provide adequate supervision and use only the portion of the facility they have been approved to utilize.
17. Renter assumes any and all financial responsibility for that part of the school or contents utilized. Items that are damaged by program participants will be replaced or repaired according to District 200 approval. Anything damaged or stolen must be reported to District 200 personnel as soon as possible. A police report will be filed with the WPD for any items presumed stolen.
18. Applicants assume liability for damage or loss of property that may occur. The applicants will hold the Board harmless from claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates. The applicant is required to furnish a bond or certificate of insurance to indemnify the group at the event. The applicant will be expected to immediately report any damage to school officials. The applicant will be responsible to pay for damage caused through accidental/intentional negligence or violation of any rules or policies of the Board of Education.
19. District 200 will not be responsible for lost, stolen or damaged property upon school premises.
20. No alcoholic beverages of any type may be served or consumed on school property or in school buildings. Smoking and the use of tobacco products in any form is prohibited on District property. Narcotics are prohibited on District property. This includes buildings, grounds and District-owned vehicles. No gambling will be permitted in or on the school property.
21. The possession of any weapon is strictly forbidden on District 200 properties at all times.
22. Use of any type of pyrotechnics or open flame is strictly prohibited.
23. Food and drink are not allowed except in areas designated by CUSD 200.
24. No items shall be pinned or attached to curtains at anytime. No items are to be attached to the District 200 property or any modifications made to building structure, equipment or grounds.

(continued)

### **Rules Governing Rental, P. 3**

25. Nothing shall be sold, given, exhibited or displayed, including refreshments, without written permission. Distribution of any literature or materials must have prior approval. It is the responsibility of the renter to monitor this policy.
26. All sales of merchandise, printed matter, or other materials are forbidden on school premises in connection with any meeting except with the approval of the Superintendent or designee.
27. Any action resulting in the activation of the fire alarm will invoke a \$200 fee.
28. Custodial needs will be at the District's discretion. Custodians are not contracted with the renter. They will not be responsible for attending or working the event, only to set up as requested on the application and to clean after the event to prepare for school.
29. Rental may be canceled in the event that an emergency day is declared.
30. The Board of Education, Superintendent (or designee), or the Principal may cancel an event at any time if deemed necessary. The use of facilities shall not interfere with scheduled school activities or be held at a time to compete with school events.
31. All organizations and participants are expected to follow District 200's code of conduct.
32. All rentals of District 200 facilities will be in accordance with all laws and will not discriminate against anyone regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, physical or mental handicap, and any other legally protected categories.
33. Final billings depend on actual time and labor, rather than on estimates made at the time of application. District 200 will determine the level of technical/custodial billing.
34. Overtime rental and labor charges will be rounded to the nearest half hour.
35. Only that part of the building for which the request has been made shall be used. Special permission must be obtained to use any other space. A special space request should be made at the time of the request walk through.
36. Food and beverages are prohibited in the Woodstock Performing Arts Center at all times. It is the responsibility of the renter to monitor this policy.
37. All painting of props and scenic materials shall be performed in the scene shop.
38. No paint, glues or chemicals of any kind shall be used within the Auditoriums.
39. Adhesive type tapes shall not be used on drywall or wood construction. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.

In addition to the rules specified above, the Board of Education approved policies and District 200 procedures govern the operation and use of all District 200 facilities.