

# Kewanee Community Schools Application for Use of School Facilities and/or Athletics Fields

Organization: \_\_\_\_\_

Applicant: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

We wish permission to use the following Kewanee Community Schools Facilities (check box).

- Petersen Auditorium
- Petersen Auditorium Lobby
- \_\_\_\_\_ Cafeteria
- \_\_\_\_\_ School Classroom(s)  
*Room Number if available* \_\_\_\_\_ *Number of classrooms desired* \_\_\_\_\_
- Great Dane Strength Training Center
- Good's Gymnasium at Kewanee High School
- Brockman Gymnasium at Kewanee High School
- Good's Learning Resources Center
- Community State Bank Conference and Meeting Room
- Breedlove/Petersen Field
- Golby Student Center
- Other Facility \_\_\_\_\_

Type of activity: \_\_\_\_\_

Date requested: From \_\_\_\_\_ to \_\_\_\_\_  
(Mo/Day/Yr) (Mo/Day/Yr)

Days needed (please circle) Sun. Mon. Tue. Wed. Thu. Fri. Sat.

We wish to enter the facility at: \_\_\_\_\_ AM/PM, and will vacate by \_\_\_\_\_ AM/PM.

Doors need to be unlocked for audience entry by (if applicable) \_\_\_\_\_ AM/PM.

**Please Note:** The time reserved for your organization will be the only times your organization is allowed to use the designated facilities.

Number of anticipated participants: \_\_\_\_\_

Number of anticipated audience/spectators: \_\_\_\_\_

**INSURANCE CARRIER** \_\_\_\_\_ **POLICY** \_\_\_\_\_

❖ *Certificates of Insurance from all parties using school facilities, throughout the year, naming the school as an **ADDITIONAL INSURED** is required.*

The Petersen Auditorium has new state-of-the-art lighting and sound systems. Specially trained operators are available for your event. The cost of each lighting and sound operator is \$20.00 per hour.

There is **NO FOOD OR DRINK ALLOWED** in the Petersen Auditorium.  
Food is allowed in the lobby with advance written approval only.

Do you wish to use the Petersen Auditorium Stage lighting system?

\_\_\_\_\_ yes \_\_\_\_\_ no

*If no, do you require any specialized power source to operate your own lighting system? \_\_\_\_\_ yes \_\_\_\_\_ no*

*If yes, explain \_\_\_\_\_*

\_\_\_\_\_

Do you wish to use the Petersen Auditorium sound system?

\_\_\_\_\_ yes \_\_\_\_\_ no

*If no, do you require any specialized power source to operate your own sound system? \_\_\_\_\_ yes \_\_\_\_\_ no*

*If yes, please include a jump drive and/or a USB stick that includes music of choice.*

*If yes, explain \_\_\_\_\_*

\_\_\_\_\_

Do you need any special equipment, table, chairs, etc.

\_\_\_\_\_ yes \_\_\_\_\_ no

*Please list your needs below:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you need space to sell tickets or have "will call" tickets picked up?

\_\_\_\_\_ yes \_\_\_\_\_ no

Would you like to have valet car parkers available?

\_\_\_\_\_ yes \_\_\_\_\_ no (valet car parkers are available at an extra cost)

Would you like to have ushers available?

\_\_\_\_\_ yes \_\_\_\_\_ no (ushers are available at an extra cost)

Do the performers have meal or backstage food or drink requirements?

\_\_\_\_\_ yes \_\_\_\_\_ no

*If yes, please explain: \_\_\_\_\_*

\_\_\_\_\_

Do you wish the Facility Coordinator to make security arrangements for you?

\_\_\_\_\_ yes \_\_\_\_\_ no (Kewanee Police Auxiliary has this service for extra cost.)

**Any use of any school facility requires the approval of the KUSD #229 Superintendent of Schools. This application will be presented to the Superintendent immediately after the Kewanee Schools Foundation receives it. The applicant will be notified of the Superintendent's decision soon after.**

## **CONTRACT CHARGE AGREEMENT Petersen Auditorium**

Listed below are a list of charges all groups must pay for various needed services provided when their group uses the Petersen Auditorium. Based upon your application form, the estimated cost for use of the Petersen auditorium is \$\_\_\_\_\_. This amount may vary if additional services are used if damage to the facility occurs, or if time is extended beyond the time anticipated on your application.

Billing to your organization will occur within thirty days of the event.

If you agree to pay these charges for the use of our facility, please sign and return this form. A copy is enclosed for your reference.

This form must be returned to the Kewanee Schools Foundation office at 1211 E. Third St., Kewanee, IL 61443 before we can consider your request to use the facilities.

We look forward to working with you to have a very enjoyable and successful event.

Signature: Facility Coordinator	Signature: Event Coordinator
Kewanee Schools Foundation Office Rep.	Print Name
Foundation Phone: 309-856-8702	Organization
Superintendent or Principal Kewanee Community Schools #229 Administrative Office Phone: 309-853-3341	Phone
Date	Date

If you have any questions, please feel free to contact us at (309) 856-8702.  
Our fax number is (309) 854-0210.  
Kewanee Community Schools District #229

## **ADMINISTRATIVE PROCEDURES – COMMUNITY USE OF SCHOOL FACILITIES**

1. School – affiliated organizations, school sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school and are all considered, for the purpose of these procedures, to be school related.
2. All non-school related groups must complete an application, stating fully:
  - a. The applicant's name, address and telephone number.
  - b. The specific facility requested and the purpose for which it will be used.
  - c. The type of program or activity.
  - d. The materials to be brought into or near the building.
  - e. The room arrangement, including decorations.
  - f. Needed food or drink service.
  - g. Needed equipment.
3. All non-school related groups must:
  - a. Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorney's fees, damages, expense and liability arising out of its use of school property.
  - b. Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
  - c. 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 Board's discretion.
  - d. Compensate the services of custodial, kitchen, supervisory or other necessary school personnel.
4. Rentals will not be made for commercial or political fund raising groups unless specifically approved by the Superintendent and the Board of Education.
5. All groups must supply adequate supervision to ensure proper care and use of school facilities.
6. A school technician and other school officials as may be required, shall be present and in authority over the school facilities when they are in use.
7. Only the cafeteria, classrooms, auditorium, gymnasium and athletic field along with needed hallways and parking areas are available for community use.
8. No furniture or equipment may be removed without prior written approval from the Principal or his designee.
9. Signs, displays or materials may not be attached, nailed or otherwise affixed to school facilities.
10. In cases of cancellation after an event has been scheduled, the renter will be required to pay for any expenses incurred by the Kewanee Community Unit School District #229 prior to the cancellation.
11. The names of the Kewanee Community Unit School District #229, Kewanee High School or any of the other schools within the Kewanee Community School System

shall not be associated with any program or activity without the written approval of the Superintendent.

12. Advertising, tickets and directions verbal or printed for activities to be held in the Petersen Auditorium must not include any references to Kewanee High School. The address of the high school is 1101 E. Third St., Kewanee, IL 61443 may be used.

13. The following fees apply to all non-school related groups:

- Class I** Renters representing taxing bodies in the School District will be charged only for personnel expenditures incurred beyond the normal operation of the school.
- Class II** Renters located in the School District wishing to conduct activities, which will contribute educationally, economically, culturally, religiously or socially to the community will be charged rates, which approximate operating costs as approved by the Board.
- Class III** Renters located outside of the School District wishing to conduct activities, which will contribute educationally, economically, culturally, religiously or socially to the community, will be charged higher rates as approved by the Board.
- Class II & III** Renters wishing to utilize school facilities for for-profit commercial purposes must secure the express written approval of the Board of Education in order to conduct activities or programs on School District property.

**Please Note: The rental charges noted on the next page for Class II and III, non-school related groups are exclusive of the cost of custodial, kitchen, supervisory or other school personnel.**

## RENTAL RATES – PETERSEN AUDITORIUM

Minor Event Weekday/Weekend or Holiday		Major Event Weekday/Weekend or Holiday	
Class II	Class III	Class II	Class III
\$60/\$90	\$90/\$120	\$90/\$125	\$125/\$240

- A. Amount of space required for the event:**  
 Minor – hardware (forestage) area only  
 Major – remainder of stage and backstage
- B. Amount of lighting required:**  
 Minor – standard lighting setup for thrust area and stage border lights  
 Major – additional lighting, special effects multiple cue productions
- C. Sound System demand:**  
 Minor – 1 or 2 microphones on lectern or stands, movies  
 Major – multiple microphone setups, sound effects, recording, production editing
- D. Rigging and scenery required:**  
 Minor – lectern tables, choral risers, pre-hung draperies  
 Major – orchestra riser, acoustical shell, tables, scenery constructions and/or setup, scenery or drops, drapery moving, use of pit and stage together, major set moving, use of rigging for production purposes

## OTHER ROOMS, GYMS AND AREAS

Room, Gym, Other Area	Weekdays		Weekend or Holiday	
	Class II	Class III	Class II	Class III
Regular Classrooms	\$35.00	\$50.00	\$50.00	\$80.00
High School Gymnasium	\$115.00	\$325.00	\$175.00	\$450.00
Petersen Foyer	\$50.00	\$80.00	\$80.00	\$100.00
Golby Student Center	\$50.00	\$80.00	\$80.00	\$100.00
Good's Learning Resource Center**	\$60.00	\$90.00	\$90.00	\$110.00
CSB Meeting Room (not including Good's LRC)	\$35.00	\$50.00	\$50.00	\$80.00
Breedlove/Petersen Track	\$115.00	\$325.00	\$175.00	\$450.00
Cafeteria (no food)	\$55.00	\$85.00	\$85.00	\$115.00
Elementary/Jr. High Gymnasiums	\$85.00	\$135.00	\$115.00	\$200.00
Fitness Center*	\$85.00	\$135.00	\$115.00	\$200.00

\*Requires Certified Supervisor

\*\*Includes use of Community State Bank Conference and Meeting Room

The rates noted on the previous page include four (4) hours usage. Requests for usage exceeding four (4) hours will be pro-rated at an equal hourly rate.

### **CUSTODIAL RATES**

Custodial rates are an hourly rate. Rates are as follows for custodial services:

Weekday	\$36.00/hour
Saturday	\$41.00/hour
Sunday/Holiday	\$44.50/hour

### **RATES FOR OTHER PERSONNEL & OTHER FEES**

The following rates are for other personnel and other rental fees.

Certified Supervisor	\$25.00/hour
Security Officer	\$30.00/hour
Technician	\$25.00/hour
Insurance Fee	\$20.00/per day of use
Use of Steinway Piano	\$50.00/per day of use

## **Community Relations**

### **Community Use of School Facilities**

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. Political meetings or forums that are held to educate voters about issues and candidates may be held in district facilities. Meetings of a partisan nature may not be held in school facilities. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school related organizations and municipalities shall be granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

LEGAL REF.:           Lamb's Chapel v. Center Moriches Union Free School District.  
                              113 S. Ct. 2141. 105 ILCS 5/10-22.10  
ADOPTED:             July 9, 2001  
AMENDED:             January 26, 2015



USE OF FACILITIES BILLING

Agency \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date(s) Used \_\_\_\_\_

<b>Certified Supervisor</b>	<b>\$25.00/hour</b>	_____
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<b>Security Officers</b>	<b>\$30.00/hour</b>	_____
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<b>Technicians</b>	<b>\$25.00/hour</b>	_____
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<b>Insurance Fee</b>	<b>\$20.00/per day of use</b>	_____
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<b>Use of Steinway Piano</b>	<b>\$50.00/per day of use</b>	_____
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<b>Custodial Services</b>	<b>\$36.00/hour weekday</b>	_____
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<b>Custodial Services</b>	<b>\$41.00/hour Saturday</b>	_____
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<b>Custodial Services</b>	<b>\$44.50/hour Sunday/Holiday</b>	_____
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<b>Total</b>		_____
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