

**KANKAKEE SCHOOL DISTRICT #111  
FACILITY RENTAL AGREEMENT FOR USE OF SCHOOL FACILITIES**

I / (we), the undersigned \_\_\_\_\_, hereinafter referred to as the "Renting Organization", hereby applies to use the facilities of the Kankakee School District described below for the period of (dates and times) \_\_\_\_\_ for the purpose of (name and nature of event) \_\_\_\_\_ and agrees that the use of such facilities, if granted, is subject to the following conditions:

- 1) That the person completing this application does so with the full authority of the Renting Organization;
- 2) That the facility is available only when not required for school use and the use is limited to only those rooms and areas designated herein;
- 3) That the Principal or Building Administrator at the building in which the facilities are located and the Assistant Superintendent of Business Services approves the location, time, date and use of the facilities as set forth herein;
- 4) That reimbursement to Kankakee School District will be made by the Renting Organization for any and all charges incurred by the School District, including any damages caused by the Renting Organization's use, and at all times related to its use of these School District facilities;
- 5) That adult supervision and security, sufficient in the opinion of the Principal or Building Administrator of the building involved, will be provided by the Renting Organization at all times before, during and after, said use;
- 6) That the use of tobacco or alcoholic beverages will not be permitted on school premises under any circumstances;
- 7) That all custodial overtime or other staff time required for the setup, operation and cleanup of the facility related to this use will be paid for by the Renting Organization in addition to the various facility rental charge(s) as set forth below;
- 8) That prepayment in advance shall be required from any Renting Organization prior to facility use, including an estimate for rental and utility charges, as well as any custodial overtime or other costs expected to be incurred; and,
- 9) That the Renting Organization agrees to save and hold harmless the Board of Education, the Administration and the Employees of the School District from any and all actions and causes of action or claims for damage arising or growing out of the use and occupancy of the facilities pursuant to this agreement, and that the Renting Organization is insured with the \_\_\_\_\_ Insurance Company with an "Occurrence Coverage" policy for a minimum of \$1,000,000 single combined limit of liability against personal injury and/or property loss and damage, and that the Renting Organization will furnish a certificate showing Kankakee School District as additional insured thereof prior to entering into the use of the facilities. The Renting Organizations policy shall be primary and any policy the School District might have shall be excess.
- 10) Cancellations must be made in writing. All deposits are non-refundable.

Estimated Facilities & Services	Charge	Estimated Facilities & Services	Charge
_____	\$ _____	Regular Custodial (@ \$35.00 per hr.)	\$ _____
Stagehand/Lighting (@ \$20.00 per hour)	\$ _____	Holiday Custodial (@ \$50.00 per hr.)	\$ _____
Skilled Craftsmen (@ \$50.00 per hour)	\$ _____	Security (@ \$25.00 per hour)	\$ _____
Grounds Crew (@ \$35.00 per hour)	\$ _____	Energy Surcharge (See attached schedule)	\$ _____
<b>Total Estimated Rental Charge</b>	<b>\$ _____</b>	<b>Total Estimated Services Charge</b>	<b>\$ _____</b>
<b>Grand Total Estimated Facilities Rental and Service Charge (to be prepaid)</b>		<b>\$ _____</b>	

Actual Rental Charges	\$ _____	Balance Due School District	\$ _____
Actual Service Charges	\$ _____	Balance Due Organization	\$ _____
<b>Total Actual Charges</b>	<b>\$ _____</b>		

Name of Organization \_\_\_\_\_ Contact \_\_\_\_\_  
 Address of Organization \_\_\_\_\_ Phone Number \_\_\_\_\_  
 City/State/Zip Code \_\_\_\_\_ Fax Number \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted by the Board of Education and the Administration of Kankakee School District #111:

Principal/Administrator \_\_\_\_\_ Date \_\_\_\_\_  
 School \_\_\_\_\_

**NOTE: ALL FOOD AND DRINK PROHIBITED IN AUDITORIUMS AND GYMNASIUMS**

### Energy Surcharge Schedule

For utility and energy costs (i.e., heating, cooling and electricity costs) incurred by the School District for rented facilities that would otherwise not be in use, the following energy surcharge schedule shall apply. This schedule may be updated from time to time as energy costs, usage factors, mechanical systems and other items impacting costs incurred by the School District change:

Space	Season	4-Hour Run Time Fee	8-Hour Run Time Fee	12-Hour Run Time Fee
Classroom	Heating	\$7	\$12	\$15
	Cooling	\$7	\$12	\$15
Library	Heating	\$25	\$45	\$60
	Cooling	\$25	\$45	\$60
Multi-Purpose Room	Heating	\$30	\$55	\$75
	Cooling	N/A	N/A	N/A
Cafeteria	Heating	\$35	\$65	\$90
	Cooling	N/A	N/A	N/A
Small Auditorium (King/Kennedy)	Heating	\$30	\$55	\$75
	Cooling	N/A	N/A	N/A
Medium Auditorium (KHS/KJHS)	Heating	\$35	\$65	\$90
	Cooling	N/A	N/A	N/A
Large Auditorium (LCC)	Heating	\$50	\$90	\$120
	Cooling	\$60	\$110	\$150
Gym	Heating	\$40	\$70	\$90
	Cooling	N/A	N/A	N/A
King Gym	Heating	\$50	\$90	\$120
	Cooling	N/A	N/A	N/A
Football Field Lights (Electricity Costs)		\$40	\$70	\$90

Heating Season is deemed to be any time of year when the boiler and heating plant are specifically employed for the use of a rented space that would otherwise be unneeded.

Cooling Season is deemed to be any time of year when the air conditioning and cooling plant are specifically employed for the use of a rented space that would otherwise be unneeded.