

Alton CUSD #11 Facility Use Contract Fees – revised March 13, 2017

Contract Preparation Fee (non-refundable)	\$20
Rush Contract Fee* (less than 30 days, more than 21 days)	\$30
*at District discretion; applies for contracts initiated with less than 30 days or when changes to the contract are requested less than 30 days before the event. NO contracts or changes less than 21 days before the event.	
Custodial Services (min. ½ hr before and ½ hr after event required)	\$30/hr per person^
Technical Assistance** (sound, lights, technology, etc)	\$30/hr per person^
**only District personnel may run lights, sound, technology	
Maintenance (moving of tables, chairs, equipment, other)	\$30/hr per person^
Security (at District discretion)	\$30/hr per person^

^Number of staff required (custodial, technical, maintenance, security) is at district discretion

Outdoor fields:

\$20/2-hour practice
\$50/game

High School Gym:

\$75/game
\$75/4 hours; \$150/full day

Other gyms:

\$20/2-hour practice
\$50/game
\$50/4 hours; \$100/full day

Park and Recreation/Youth Program rate \$10/4 hours

High School Auditorium or Commons:

Practices/free events \$75/4 hours
Admission-based events \$50/hr

Middle School Auditorium:

Practices/free events \$50/4 hours
Admission-based events \$50/hr

Classrooms or cafeterias TBD based on need

Keys – Key use, number of keys, and type of keys/key cards, is at discretion of district.

Hard keys - \$50 deposit per key, refundable upon return of key. \$50 additional charge for lost or unreturned keys. Keys must be returned within 15 days of end of contract.

Key Cards - \$25 per card, \$10 refunded upon return of key. \$25 charge for replacement. For cards deactivated due to loss or end of contract, there is a \$10 fee for reactivation.

NO CONTRACTS WILL BE WRITTEN FOR A REQUESTOR WITH A PAST DUE BALANCE FOR A PREVIOUS CONTRACT

RULES AND REGULATIONS PROVIDED ALL ORGANIZATIONS
UPON APPLICATION FOR A BUILDING PERMIT

Application for and acceptance of the use of the facilities of Alton Community Unit School District No. 11, manifests an awareness of and an intention to be bound by all the terms and conditions set forth.

1. All Rules and Regulations of the Board of Education and provisions of the State School Code of the State of Illinois are to be observed strictly by those using school property and facilities. Any use contrary to or in violation of the law, rule, or regulation shall be grounds for cancellation of a permit and for removing the users from the property and shall bar such individual, group or organization from further use.
2. All users of Alton Community Unit School District No. 11 facilities must submit their contract request (30) days prior to scheduled event or activity. The Business Manager/Treasurer or his designated representative is authorized to issue contracts for the use and occupancy of school property by authorized individuals, groups, or organizations. Such permits will be issued only at the Business Office of the District.
3. All cancellations shall be made in writing to the Business Manager/Treasurer. Notifications by telephone will be accepted only in emergencies and must be confirmed in writing as soon as possible.
4. No contract to use buildings or facilities shall be granted for longer than one school year.
5. No use of the buildings or the facilities shall be granted, except under the supervision of a custodian or an employee of the School District, who shall have complete charge of the grounds; preserve order, protect the school property, and do all things necessary to carry out the provisions and intentions of the laws of the State of Illinois and the rules of the Board of Education which may apply thereto. Any violations or attempted violations of District guidelines shall be reported to the Business Manager/Treasurer or his designee and may result in permits being revoked and further requests denied.
6. All contracts will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not used and that the premises are vacated as scheduled. Telephone use is prohibited except for emergency situations and restricted to local calls only.
7. All juvenile groups requesting use of buildings or school facilities must have acceptable and adequate adult sponsorship and supervision.
8. Alcoholic beverages and/or narcotics shall not be permitted on the school premises. Neither shall excessively loud noises, profane language, nor gambling be tolerated.
9. Smoking or use of tobacco products shall be permitted only in areas designated by the Building Administrator.
10. Under no circumstances shall a room be used to accommodate a group in excess of maximum seating capacity for that room as established by code.
11. Consumption or sale of food or refreshments will not be permitted without approval of the Business Manager/Treasurer.
12. A contract to use the school stadium, gyms, or auditorium does not automatically imply permission for use of the projection booth and equipment, score board, sound systems, stadium or stage lighting, stage curtains, or other specialized equipment. Authorization for use of these items must be specifically stipulated in the contract.
13. The District employee supervising must be chosen from an approved list provided by Alton Community Unit School District No. 11. Time should be reported and approved in accordance with regular District procedures.
14. Literature pertaining to the contractual activity may be distributed to those participating. However, no individual or group shall at any time distribute literature on school property to other students or adults, post it on school property, place it on school property for voluntary pick up, or place it in or on automobiles parked on school property, unless prior clearance has been secured from the Superintendent or his authorized representative.
15. Nothing shall be offered for sale at District facilities without special permission from the Business Manager/Treasurer. No person or organization other than the contracting party shall distribute literature or any item or article at a meeting held in or on school facilities.
16. School furniture may not be moved or displaced by the contracting party without permission from and under the supervision of the District employee in charge. Under no conditions are fold-down wall tables and benches to be used.
17. Should a conflict develop between the dates of a contractual activity and a public school activity, the contract may be revoked at any time with no penalty to the Alton School District.
18. The Board of Education reserves the right to require medical service, police, and/or fire protection for all meetings held on school property when it deems such protection desirable.
19. School District No. 11 Rules and Regulations require organizations to file a certificate of insurance in the amount of \$500,000 liability and property damage with School District No. 11 listed as an additional insured. Other insurance for the protection of the public and lessor may be required at the users expense at the discretion of the Business Manager/Treasurer. All tax supported and private groups must furnish a certificate. Only organizations who operate without a budget are exempt from these provisions providing that such meetings are restricted to the organization requesting the permit, and they do not use it for profit making.
20. Structures may not be erected or assembled on school premises, nor may electrical, mechanical, or other equipment be brought thereon unless special and specific approval has been obtained from the Business Manager/Treasurer.
21. Any extraordinary usage which requires an unusual amount of supervision shall be negotiated in a contract which contains additional stipulations.