



FACILITY USAGE INFORMATION

DUPAGE COUNTY, ILLINOIS

INTRODUCTION

This manual has been prepared to describe the authority and provisions for use of school facilities in Lisle Community Unit School District No. 202. Through the policies of the Board of Education, the facilities are made available for community use. Those policies are included in this manual, and all usage of the facilities shall conform to the requirements cited herein. The Board of Education from time to time may alter the policies.

FACILITY USAGE PROCEDURES

1. Individuals or groups requesting use of District 202 facilities shall complete the Application and Permit for Use of School Properties attachment.
2. Applications are available at each building or at the Central Office. Approval by the building principal is required for all applications.
3. Upon approval of the building principal, the application will be forwarded to the Central Office to determine charges, if any, for the use of the facility including custodial costs and rental fees.
4. Estimated charges must be PAID IN ADVANCE of use unless otherwise approved by the Director of Finance. Renters will be invoiced upon approval of the application. Payment is required upon receipt of the invoice. Additional charges, if any, will be invoiced after use of facilities. Overcharges, if any, will be refunded after use of facilities.
5. Charges for use of facilities will be calculated based upon the Classification and Rental Rates Schedule for Facility Usage.
6. School functions or Home and School Organization functions take precedence over any other use of facilities. Lisle Park District activities are the next priority. Organizations whose membership is comprised in whole or major portion of District 202 residents will be given preference over organizations from other communities.

7. Applications for use of facilities must be received at least one week in advance of the anticipated use. Cancellations must be made at least 24 hours before time of usage or charges will be made to the user for expenses incurred by the District.
8. The individual who signs the application and the organization using the facilities shall assume responsibility for any liability or expenses which may be imposed upon the Board of Education for bodily injury, property damage, disease, or death arising out of the use of the facility by the individual or organization. It shall be the responsibility of the individual who signs the application and the organization using the facility to compensate the District for any damage to property or loss incurred resulting from the use of the facility. At the request of the Director of Finance, a certificate of insurance naming the District as an additional insured may be required of the individual or organization requesting use of the facility.
9. Alcoholic beverages shall not be permitted on school property at any time. Use of tobacco products on school property is prohibited.
10. School equipment with the exception of basic furnishings, is not usually available for use by individuals or organizations requesting use of facilities. Furnishings should not be removed from their location unless authorized by the building principal.
11. Use of school buildings is limited to only the time during regular working hours of custodians of the building to be used. At other times, additional charges are required to offset custodial costs. A custodian must be on duty at any time when a meeting or function is being held in a building, and the custodian shall have the authority to enforce regulations set forth by the Board of Education.
12. School buildings are not generally available for meetings, programs, or other functions on holidays or during school vacation periods.
13. The individual who signs the application will be considered the responsible person in charge of the use of the facility, and should be present at the time the facility is being used. For all functions involving minors, sufficient adult supervision must be provided which meets the approval of the building principal.
14. The Board of Education reserves the right to make exceptions or changes regarding the use of the school facilities in District 202.

CLASSIFICATIONS AND RENTAL SCHEDULE FOR ACTIVITIES

ORGANIZATION CLASSIFICATIONS

Class A

1. District 202 school-sponsored activities for students and/or professional employees.
2. Activities sponsored by the Home and School Organization or other groups directly relating to the District's educational program.
3. Lisle Park District activities.
4. Scout groups whose membership is mainly within the confines of District 202 boundaries for general meeting purposes only.
5. Boys and girls baseball/softball league registration and organization.
6. Approved activities of parochial students.

Class B

1. Civic groups for meeting purposes only.
2. Religious groups within the confines of District 202 boundaries.
3. Scout group activities for fundraising programs or athletic events.
4. Community youth activities.

Class C

1. All other responsible organizations.
2. Fundraising projects sponsored by local organizations.

Class D

1. Activities that are difficult to classify shall be presented to the Board of Education for consideration and action.

APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTIES

LISLE COMMUNITY UNIT SCHOOL DISTRICT 202
925 BURLINGTON AVENUE, LISLE, IL 60532

Complete Application and Return to Building Principal

In accordance with regulations governing the use of school properties,
I, or we _____ hereby make this application for the use of
the following school properties of Lisle Community Unit School District 202.

1. Specific description of property to be used indicating area and name of school:

2. Date or dates desired: (Be specific) _____

3. Hours on above dates to be used: From: _____ To: _____

4. Purpose for which property is to be used: _____

5. Approximate number participating: _____

6. Will there be an admission charge? _____ Request Donation? _____

Free will offering? _____ If so, what is the charge per person? _____

7. Special arrangements (Be specific) _____

It is further understood and agreed that the Board of Education of Lisle Community Unit School District 202 shall be indemnified and saved harmless by the person, firm or corporation using said facilities from any and all claims of every character or nature arising out of or resulting from the use of said facilities.

Name _____ Title _____

Address _____ Telephone/Cell Number: _____

Second Contact Person _____ Telephone/Cell Number: _____

Signature of Person over 21 of age who agrees to be responsible:

_____ Date: _____

Building Principal Approval: _____ Date: _____

(For District Office Use Only)

Approval of Application Permit to Use School Properties

There is no conflict with school activities in use of the above date; therefore, this application is approved. The fee for the above-described properties shall be as follows:

Room Rental:----- \$ _____

Custodial Overtime (if any)----- \$ _____

Other:----- \$ _____

Total Charges:----- \$ _____

Due and payable to: Lisle Community Unit School District 202 promptly after invoice is received.

It is understood that the organization or group granted the use of the building facilities shall abide by the regulations stipulated in the "Facility Usage Information".

The Board of Education reserves the right to set up further stipulations and to postpone or cancel the above use of the school facilities, if in its judgment; such action is considered necessary for the best interest of the District.

Board of Education, Lisle Community Unit School District 202

_____ Date: _____

Director of Finance

IMPORTANT REMINDER: A Certificate of Insurance naming the District as additional insured will be required before the day of your event. Please refer to the Facility Usage Booklet for minimum coverage limits and additional insured language.

FACILITY USAGE RATES

SCHOOL YEAR 2025-2026

Rental rates are based upon the minimum of three hours of use. Additional use beyond three hours will be billed at 1/3 the listed rate per hour.

Classroom

Class A	No Charge
Class B	\$80
Class C	\$105

Instructional Media Center

Class A	No Charge
Class B	\$120
Class C	\$150

Elementary/Jr. High/Sr. High Gym

Class A	No Charge
Class B	\$120
Class C	\$150

Auditorium

Class A	No Charge
Class B - \$150.00 Deposit	\$190
Class C - \$250.00 Deposit	\$355

Elementary/Jr. High/Sr. High Commons

Class A	No Charge
Class B	\$150
Class C	\$220

SPECIAL CHARGES

Set up/take down of folding chairs	\$66
Removal of tables and chairs from commons	\$66
Custodial overtime (per hour)	\$66
Special audio/visual technician (per hour)	\$80
Kitchen rental - requires school cook on duty	\$145

INSURANCE REQUIREMENTS FACILITY USE ORGANIZATIONS

The Organization shall obtain, pay the premiums for and maintain the insurance coverage set forth below. By requiring such minimum insurance, the School District shall not be deemed or construed to have assessed the risk that may be applicable to the Organization under this Contract. The Organization shall assess its own risk and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Organization is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Coverages – All written on an “occurrence” basis.

1. Commercial General Liability – ISO Form CG0001 or its equivalent. Coverage to include:
 - a. Premises and Operations
 - b. Personal Injury/Advertising Injury
 - c. Products/Completed Operations
 - d. Liability assumed under an Insured Contract (including tort liability of another assumed in a business contract)
 - e. Independent Contractors
 - f. Sexual Misconduct/Molestation

2. Automobile Liability including all
 - a. Owned Vehicles
 - b. Non-Owned Vehicles
 - c. Hired Vehicles
 - d. Personal Injury Protection (where applicable)

3. Workers’ Compensation and Employers’ Liability

Workers’ Compensation (Coverage A) and Employer’s Liability (Coverage B)

The Organization shall carry the following minimum limits of liability and coverages:

Commercial General Liability

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Damage to Rented Premises	\$50,000
Medical Payments (Any One Person)	\$5,000

Automobile Liability

Bodily Injury/Property Damage (Each Accident)	\$1,000,000
Personal Injury Protection	Statutory
Uninsured/Underinsured Motorists	\$1,000,000

Workers' Compensation

Coverage A (Workers' Compensation)		Statutory
Coverage B (Employers' Liability)	Each Employee	\$1,000,000
	Each Accident	\$1,000,000
	Policy Limit	\$1,000,000

Umbrella or Excess Liability

Each Occurrence	\$5,000,000
General Aggregate	\$5,000,000

Additional Requirements**Commercial General Liability (CGL) and Automobile Liability**

The Organization shall name Lisle Community Unit School District 202 and its Board of Education, Board members, officers, employees, agents, and volunteers (the "Additional Insureds") as Additional Insureds on ISO Endorsement CG 2026 or its equivalent. The Organization shall obtain all necessary policy amendments or endorsements to effect coverage for the Additional Insureds under Organization's CGL and Automobile Liability policies and shall provide copies of such amendments or endorsements to the School District.

All Policies

Policies may not be non-renewed, cancelled, or materially changed or altered unless thirty (30) days advance written notice via certified mail is provided to the School District. Failure of the Organization to obtain new insurance shall be cause for the School District to immediately terminate the Contract. Proof of renewal must be provided to the School District at least 15 days prior to expiration of any policy.

All policies must be written and/or endorsed to provide coverage on a primary and non-contributory basis with any other insurance coverage and/or self-insurance available to the Additional Insureds.

Insurers providing the above coverages must be licensed to transact business in the State of Illinois and must have a current rating of "A VII" or better as provided by A.M. Best's rating system.

No policy shall reserve or permit any right of subrogation against the School District, the Board of Education, or the Board's individual members, employees, volunteers, agents, successors, or assigns. The insurance requirements above shall not serve to limit any indemnification or hold harmless obligation the Organization has toward any of the Additional Insureds.