



FEES	Number of days scheduled	_____	SCHOOL DISTRICT APPROVAL		
	Per Use	_____	The above group has been classified		
		Extension	_____	Class I	_____ Class II
Equipment Fees	_____	_____	_____	_____	Class III
Estimated room rental	_____	_____			
	Total	_____	_____		_____
			Signature of Building Principal		Date

1. It is the goal of the Kane School District Board of Education to make school facilities available for the widest community use. However, school functions shall have priority over community use requests
2. Applications for use of buildings or ground facilities must be submitted at least five (5) days, but no more than on year, prior to the date for which facilities are requested. However, no contract will be acted upon for a succeeding school year until after the school calendar is set.
3. Approval will not be granted for any meeting which may be in any way prejudicial to the best interest of the school district.
4. All costs for adequate supervision shall be the responsibility of the applicant. This shall include proper police and fire protection where necessary.
5. Keys needed to open facilities for contracted purpose shall only be checked out to district employees and only for specific contract events.
6. Decorations or application of materials to walls or floors will not be allowed without special permission of the building principal.
7. Profane language, possession or use of intoxicating liquor and/or drugs, smoking in the buildings, boisterous conduct, betting or other forms of gambling shall not be permitted on school premises.
8. Footwear appropriate for the playing surface shall be worn for all activity-type games.
9. Applicants will leave chairs, tables and other equipment in exactly the same position in which they were found. Furthermore, applicants are required to remove, at their expense, furnishings or rubbish left after use of the school facilities.
10. Custodians should not be asked to set up P.E. or other equipment; or to provide additional equipment not indicated on the application.
11. Facilities used and activities held shall be limited to those specified on the application.
12. The applicant must exercise the utmost care in the use of school premises and must hold the Kane School District harmless from the use of requested facilities and equipment.
13. All fire, building, and other safety codes shall be adhered to by all patrons.
14. Administrators and caretakers shall have access to all facilities at any and all times. Premises will be vacated, doors and windows secured and lights turned out at the time specified.

**USER FEE SCHEDULE**  
**Kane School District**  
**Community Use of School Facilities**

	Class I Hourly Rate	Class II Hourly Rate	Class III Hourly Rate
Auditorium – Rehearsal	None	\$50	\$80
Auditorium – Performance	None	\$70	\$100
Auditorium – Student Auditorium Technician	\$15	\$15	\$15
Cafeteria – High School	None	\$50	\$100
Classrooms	None	\$20	\$40
Gymnasiums – High School, Middle & New KES	None	\$50	\$100

Dances in the Gym by outside groups are prohibited

<b>Kitchens**</b>		All food service employees will be hired At their actual salary and benefit costs	
Kitchens may only be used if a school food services employee is hired to supervise the operation, use, and clean-up phase.			
Multipurpose Room – Elementary & Middle	None	\$25	\$75
Practice Fields/Playground***	None	\$35	\$70
Football Stadium ***	None	\$75	\$150
Equipment Charges*	*	*	*
Building Admin/ Custodial****	\$20-\$60	\$20-\$60	\$20-\$60
Parking Lots	None	\$25	\$50
Refundable Security Deposit	None	\$200	\$400
*Admin Discretion ** Kitchens may only be used if a school food service employee is hired to supervise the operation, use and clean up. Actual salary and benefits will be added to the above rental rates. ***Add \$65 per hour to above rates when lights are used ****Total hours charged left to admin discretion			

**NON-PROFIT RECIPROCAL ORGANIZATIONS – CLASS I**

1. This category is for certain types of activities generally considered to be directly associated with the District and/or a non-profit group **servicing the youth** of the District and community such as: church, parent organization, booster groups, KEA, Boy Scouts, Girl Scouts, Arts Council, etc.
  - a. User fees will not be charged when the funds raised are to be used to directly support school related activities.
2. **This category may also include** groups sponsored by governmental agencies that have entered into a formal Facilities Use Agreement with the School Board. This would include users groups such as city or community recreation programs.

Board approved 6-28-22

## **NON-PROFIT COMMUNITY PRIVATE ORGANIZATIONS – CLASS II**

1. This category includes community groups who want to use facilities for services or other special functions. Also included are family groups, wedding receptions, class reunions, civic groups, state tax supported institutions, service organizations and other “non-profit” groups.
2. Class II users who are conducting a fund raising activity will be charged as a Class III user unless all sponsors, participants and/or performers reside in Kane County.

## **COMMERCIAL PROFIT MAKING ORGANIZATIONS – CLASS III**

This category is for an individual or groups desiring to use a District facility to make a profit, or to support an ongoing “for profit” operation. They do not qualify as a civic, service, religious, educational, or governmental agency.

## SECURITY DEPOSIT

A security deposit of \$200 or \$400 is required to be paid BEFORE the use of any Kane School District facility can be granted. Deposit to be made to individual school.

Facility: \_\_\_\_\_ Date of event: \_\_/\_\_/\_\_\_\_\_

This deposit is fully refundable when the following conditions of the agreement have been met in a timely manner.

### CHECKLIST

- All props/decorations PROMPTLY removed from property.
- All equipment, furniture, etc, returned to their original location.
- Floors swept
- Tables cleaned
- Garbage picked up and taken out
- Lights turned off
- Doors locked
- Keys returned

I understand and agree to the terms of this Security Deposit agreement.

Signed: \_\_\_\_\_

Security Deposit of \$ \_\$200 or \$400\_ paid: \_\_/\_\_/\_\_\_ Collected  
by: \_\_\_\_\_

### FOR REFUND OF SECURITY DEPOSIT:

Terms of agreement have been met, Security Deposit will be refunded.

Principal: \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_\_\_\_

Security Deposit was refunded **on:** \_\_/\_\_/\_\_\_\_\_ **By:** \_\_\_\_\_

Deposit Refund Received by: \_\_\_\_\_

### SEND THIS PORTION WITH PERSON PAVING SECURITY DEPOSIT

Facility: \_\_\_\_\_

Security Deposit of \$ \_\_\_\_\_ paid **on:** \_\_/\_\_/\_\_\_\_\_ Collected by: \_\_\_\_\_ (initial)

The following checklist must be completed in a timely manner for security deposit to be refunded:

- All props/decorations PROMPTLY removed from property.
- All equipment, furniture, etc, returned to their original location.
- Floors swept
- Tables cleaned
- Garbage picked up and taken out
- Lights turned off
- Doors locked
- Keys returned