



1750 South Roselle Road  
Palatine, Illinois 60067-7336  
Telephone (847) 755-6600  
Website [adc.d211.org](http://adc.d211.org)

Daniel E. Cates  
Superintendent

UNITED STATES DEPARTMENT OF EDUCATION  
BLUE RIBBON SCHOOLS OF EXCELLENCE

James B. Conant High School  
William Fremd High School  
Hoffman Estates High School  
Palatine High School  
Schaumburg High School

ALTERNATIVE SCHOOLS  
District 211 North Campus  
Higgins Education Center

Dear Prospective Tenant,

Thank you for your interest in the rental of our facilities. Township High School District 211 makes its properties available to organizations who meet the following criteria:

- A. Financially responsible not-for-profit organizations located within Township High School District 211 whose purpose includes services to the community.
- B. Established churches and congregations.
- C. Youth serving organizations who have the majority of their membership from Township High School District 211, and whose primary support is by voluntary contribution.
- D. Non-profit organizations and groups.
- E. Public and private educational institutions who have the majority of their membership from Township High School District 211.

If your organization meets the above criteria, please complete and return the attached form. In addition, we require a copy of your current proof of non-for-profit status, tax exempt letter, and proof of insurance.

We will review your application within thirty (30) days.

Please note, effective July 1, 2017 facility rental rates have been revised and are reflected on the Facility Temporary Use Agreement. Additionally, rental requests exceeding \$500 will be subject to a 10% deposit and rentals exceeding 6 months in duration will be billed at three month intervals.

Sincerely,

Matthew J. Hildebrand  
Director of Administrative Services

MJH:pg

## **2017-2018 RENTAL INFORMATION**

Township High School District 211 buildings are closed on the following days.

**No rental requests will be approved**

### **2017**

August 31	Parent Open House
September 4	Labor Day
September 27	First Generation College Night (Palatine Only)
October 11	College Night (Palatine Only)
November 22, 23, 24	Thanksgiving
December 20, 21, 22	Semester Exams
December 24	Christmas Eve
December 25	Christmas
December 29	New Year's Eve

### **2018**

January 1	New Year's Day
March 30	Non-Attendance Day (Good Friday)
April 1	Easter (except churches, as arranged)
April 24	Transitions Fair (Palatine Only)
May 17	Academy North/South and Alternative High School Graduation (Hoffman Estates Only)
May 20	Palatine High School Graduation
May 23, 24, 25	Semester Exams
May 28	Memorial Day
July 4	Independence Day

## 2017-2018 RENTAL INFORMATION

1. To request rental dates, submit a two-page application to our Central Office. Please do **NOT** contact the schools. Rental dates are arranged through the Central Office only. Central Office contact information may be found on the Facility Rental Application.
2. When you receive your permit, please read the “Comments” section. Specific restrictions and changes to your request will be listed in the “Comments” section of the permit.
3. Rental rates are calculated based on actual use of the property and required services. All rentals exceeding \$500 (not including costs associated with custodial fees) will be required to provide a 10% deposit to secure the rental and cover the costs of incidental damage to D211 property. The deposit must be remitted prior to the first date of the requested rental term. The 10% deposit will be applied to the final invoice and that amount deducted from the total bill. Current rental rates are shown on the Facility Temporary Use Permit Application. All organizations using our facilities are liable for the rental fee as shown. Our staff are not empowered to offer discounts to any group or individual. Please be aware of these fees when you plan your use of our facilities. Custodial fees will be listed separately, on your final bill, and are based on man hours. Large events may require additional staff. Renters will be charged based on the number of hours expended in opening, supervising, cleaning up, and securing the building. Events involving large numbers of participants will require additional staff, at additional cost to the renter. All rental requests lasting six months or more will be billed every three months.  
  
All rentals involving the Auditorium are required to submit specific requests for equipment or services with the submission of the rental documentation. If the rental is approved, D211 will indicate which of these requests can be accommodated. Any changes or additions beyond the scope of the initial list will not be accommodated. Renters will be charged for work or services that pertain to the use of lighting and sound systems or custodial services.
4. Football/soccer stadiums and Varsity baseball fields are **not** available for rentals.
5. Tenants may not “sublet” to other people or organizations.
6. Kitchen and serving areas are not available for rentals. Food preparation and cooking are not allowed in the building.
7. Vending and/or sales of food is not allowed as part of the rental agreement.
8. No use of fire, flame, smoke, or fireworks of any kind are allowed on District property.
9. Permits, including but not limited to, temporary special use permits, tent permits, signage permits, entertainment, and concession permits may be required. It is the responsibility of the tenant to secure any and all required permits from the Village.
10. Overnight rentals are not allowed. Hours of operation are:

Monday - Thursday	6:30 a.m. - 10:00 p.m.
Friday - Saturday	6:30 a.m. - 11:00 p.m.
Sunday	7:00 a.m. - 7:00 p.m.
11. District 211 property may not be used for fundraising events.
12. Township High School District 211 insurance requirements include naming the District as an additional insured under the Commercial General Liability coverage, on a primary and non-contributory basis for liability for the use of District property on the dates you are requesting. The District also requires proof of coverage for workers compensation, including a waiver of subrogation in favor of Township High School District 211.
13. Possession or use of alcohol, drugs, and/or tobacco products is prohibited.
14. Adequate and acceptable supervision is the responsibility of the Tenant. District 211 will provide an administrative representative for all groups of 500 or more. The tenant will be billed an additional \$36.00 per hour.
15. 110V power (only) is available for tenant use.



TOWNSHIP HIGH SCHOOL DISTRICT 211

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Palatine, IL 60067-7336
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FAX: (847) 755-6810
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pgroves@d211.org

Matthew J. Hildebrand
Director of Administrative Services

Rental Number

Facility Rental Application

NAME AND ADDRESS OF ORGANIZATION:
Contact Person:
Office Phone:
Cell Phone:
Email or FAX:

Event: Expected # of participants:

Ages of Participants (if students):

High School Requested (list in order of preference 1-5): Number of sessions:

Palatine Fremd Conant Schaumburg Hoffman Estates

Date of Event (list each date separately):

Table with 4 columns: Day, Date, Time From, Time To

Space(s) Requested:

- Auditorium
Cafeteria
Classroom(s): how many?
Dance Room
Gymnasium
Aux Main Shelves
Locker Rooms:
Boys Girls
Lower-level Baseball Field
Lower-level Softball Field
Main Gym
Practice Football Field
Practice Soccer Field
Swimming Pool
Wrestling Room
Other:

Equipment & Services:

- Microphone: \$7 each per use
Auditorium lighting and/or sound, district operator only: \$10 per hour
Theatre flats: \$30 per use
Volleyball nets \$25 per use
Other services or equipment: \$36 per man-hour
Administrative Representative (for groups of 500+): \$36 per hour

\* Stadium, varsity baseball, and softball fields are NOT available

OFFICE USE ONLY

This is a feeder athletic group

APPROVED NOT APPROVED

- Activity Director
Athletic Director
Music Director
Building Manager
Auditorium Manager
Pool Manager

ALTERNATE DATE:

COMMENTS (Set up, special instructions):

APPROVED NOT APPROVED

Building Administrator Signature

Date

Rental Rate Schedule	Indoor Facilities (except pool):	Pool fees 2 hour minimum. Maximum occupancy is 85 persons:	Outdoor facilities (stadium and varsity baseball fields are not available for use):
Weekdays:	\$25 per hour	\$50 per hour	\$19 per use
Saturdays:	\$50 per hour	\$75 per hour	\$28 per use
Sundays:	\$100 per hour	\$134 per hour	\$50 per use
Holidays:	\$113 per hour	\$151 per hour	\$57 per use

*Large events may require additional staff. Users will be subject to additional charges based on the number of custodial hours required.*

**Custodial services are billed at an additional \$36.00 per hour.**

## **Facility Temporary Use Agreement**

The Undersigned represents and warrants that he/she is the duly authorized agent for the not-for-profit local community-based charitable, civic, or municipal entities listed below ("The User") in connection with User's application to use the facilities of Township High School District 211 ("The School District") identified in the Facility Rental Application, a copy of which is attached. If the application is approved, User and the School District agree as follows:

1. **INSURANCE:** At least fifteen (15) business days prior to the scheduled event, the User will provide a certificate of insurance evidencing commercial general liability coverage with a limit of not less than \$1,000,000 each occurrence. An additional insured endorsement shall be attached to the certificate naming the District 211 as an additional insured on a primary and non-contributory basis. **Failure to supply the certificate of insurance along with the additional insured endorsement as stated above will result in cancellation of this rental.**
2. **PAYMENT:** All rentals exceeding \$500 (not including costs associated with custodial fees) will be required to provide a 10% deposit to secure the rental and cover the costs of incidental damage to D211 property. The deposit must be remitted prior to the first date of the requested rental term. The 10% deposit will be applied to the final invoice and that amount deducted from the total bill. All rental requests lasting six months or more will be billed every three months. A final invoice of actual charges will be issued following the event. Rentals requiring the 10% deposit will be credited the deposit amount submitted. The deposit will be used by the district to cover any damages to District 211 property that result from the rental or to cover any non-payments by the renter. Any additional fees will be listed separately on the final bill. Payment must be made by check, payable to Township High School District 211, with the facility use rental/permit number noted on the check.
3. **CANCELLATION:** The School District may cancel the facility use at any time up to 48 hours before the activity for any reason, and with less than 48 hours in emergency circumstances. Notice will be given to the Undersigned or to the User at the addresses shown on this application. The User may cancel with at least 48 hours' notice given to the School District. Payment will be returned upon proper cancellation by either party. Failure by the User to notify in case of cancellation will result in a two-hour use charge.
4. **SUPERVISION:** Activities involving children require adequate adult supervision (age 21 or older). No less than one adult for every 15 children is required. Adult supervisors are responsible for maintaining order and control of children during the activity. For crowd control at social and sporting events attended by more than 50 persons, the School District may require the lessee to arrange and pay for, at his/her own expense, one police officer for each 150 attendees. Administrative representatives will be assigned for all groups of 500 or more.
5. **DAMAGES:** User assumes full responsibility and shall reimburse the School District within 30 days after incurring the cost of repair of any damage resulting from User's activity. The School District shall not be responsible for any damage whatsoever to User's property. **Appropriate gym shoes must be worn in the gymnasium at all times.**
6. **PROHIBITED USES:** User's participants may not possess drugs, alcohol, or other intoxicating substances on school grounds. User's participants may not be under the influence of drugs, alcohol, or other intoxicating substances and may not use tobacco products on school property. Games of chance including, but not limited to, raffles, lotteries, bingo, or any form of gambling may not be conducted on school property. User's participants are not to be disruptive to property adjoining school grounds or to other users of the School District's facilities. User's activities may not violate any applicable federal, state, or local law or regulation. Special use permits (if required by the village) are the sole responsibility of the tenant. Township High School District 211 policy and procedures apply to all minors.
7. **PARKING:** User's participants must observe all parking restrictions on school property. Users may not charge for parking and must provide supervision and crowd control in parking areas if required by the School District.
8. **INDEMNITY, HOLD HARMLESS, DEFENSE AND WAIVER:** The User and the Undersigned shall indemnify, hold harmless, and at the School District's option, defend the School District from any and all claims against, and losses incurred by, the School District arising out of User's use of facilities under this agreement. User and the Undersigned waive and promise not to bring any claims against the School District arising out of User's use of the facilities, except for a breach of the agreement. As used in the paragraph: (1) the term "School District" includes the Board of Education and its officers, members, and employees in their official and individual capacities; (2) the term "claim" includes any administrative or judicial proceeding brought against the School District, the threat of any such proceeding, or the demand for the payment of money or other relief for any injury including, but not limited to, personal injury, death, or property damage; and (3) the term "loss" includes any money expended by the School District as a result of a claim, including the School District's reasonable attorney fees incurred in response to a claim.
9. **ADDITIONAL CONDITIONS:** User is subject to the additional conditions of this agreement as provided by the District.
10. **VIOLATIONS OR AGREEMENT:** If User violates any provision of this agreement, the School District may terminate the use of facilities immediately.

SIGNATURE OF AGENT/UNDERSIGNED

DATE