



COMMUNITY RELATIONS
USE OF SCHOOL GROUNDS AND SCHOOL FACILITIES **AP 8:20**

The Superintendent of Schools hereby establishes the following regulations to implement the provisions of Board of Education Policy 8:20, concerning the use of school grounds and facilities (both referred to as “facilities”) by community organizations, other non-school groups, and licensees (“organizations”).

Section 1- Applications

- A. Requests to use the facilities on Monday through Friday when school is in session will be made to and approved by: (1) the principal and/or administrator and (2) the Business Office. The Business Office will schedule facility use for all other times. All requests to use the facilities shall be submitted on a completed District Application and Agreement for Use of School Facilities form, including the Addendum to the Application and Agreement for Use of School Facilities (collectively, the “Application”). (See Appendix A).
- B. All Applications must be submitted no less than seven (7) days before the date for which facilities are requested. Any Application submitted between three (3) to six (6) days before the date for which facilities are requested, and that can be honored, will be assessed an administrative late fee of \$25.00. No Application will be accepted forty-eight (48) hours before the date for which the facilities are being requested.
- C. Any cancellations less than forty-eight (48) hours before the date and time that the facilities are requested is subject to a cancellation fee of \$50.00. The cancellation fee shall also apply to events where the requesting party fails to appear at the requested facility. If the organization provides notice prior to 48 hours to the event, no cancellation fee will be applied.
- D. Available space will be allocated according to the priority of use categories described in Section 3 of these regulations.
- E. Only school-sponsored organizations, groups, and events are permitted to use the facilities on Sundays.
- F. Only school sponsored organizations, groups, and events are permitted to use the facilities during Holidays, Teacher Institute Days, Summer Break, Spring Break, Winter Break, Thanksgiving Break and when school is out for three (3) day or more holiday weekends.
- G. Use of facilities on Monday through Friday during days when school is in session

COMMUNITY RELATIONS
USE OF SCHOOL GROUNDS AND SCHOOL FACILITIES **AP 8:20**

will be no earlier than 7:00 pm. Use of facilities on Saturday will be no earlier than 8:00 am and no later than 6:00 pm.

- H. Requests for use of playing fields at times when they are not in use by District 45 schools should be made to the Villa Park Recreation Department or the Lombard Park District, depending upon the location of the playing field. Requests for use of parking lots should be submitted to the Business Office. All requests made under this Section 1.H. shall be made with a completed Application and shall be subject to regulations 1.B – 1.K.
- I. Completed Applications (must include insurance) for use of school facilities during a given school year will not be accepted earlier than July 1 of the preceding school year. Use of facilities will be on a first-come, first-served basis using the group's priority listed in Section 3 below, unless the request is made pursuant to an intergovernmental agreement. Completed Applications (including insurance) will be date stamped and numbered in the order received by the Business Office. The Applications will then be organized into the priority of use categories described in Section 3. Organizations using District 45 facilities should refer to Conditions and Instructions for Facilities Use on the reverse side of the Application and Agreement for Use of School Facilities. Continued use of facilities by an organization or individual shall be contingent upon following all of the policies, rules and regulations as prescribed by the District as well as applicable law. Approved applications for continued use are subject to suspension or termination of the use if the facility involved is needed for school activities or functions.
- J. The organizer's supervisors of the events should bring a copy of the stamped Application to the event in case of any concerns or issues.
- K. The Board, Superintendent or designee shall have the final authority to grant or deny any request for use of facilities, consistent with Board policy and administrative regulations. The organization's failure to comply with District regulations during past uses of District facilities may be grounds for denial of a facilities use request.

Section 2- Documents to be Furnished by Users

- A. Before using the facilities, the licensee/user shall be required to sign a Waiver, Release, and Indemnity Agreement which shall be attached to the Application and Agreement for Use of School Facilities submitted to the District in accordance with Section 1. (See Appendix B - Waiver, Release, and Indemnity Agreement).
- B. The organization shall furnish, a Certificate of Insurance (Public Liability, Property Damage, and Contractual Liability) to cover the payment of any claims for injuries or damages to persons or property that occur during, or as a result of the organization's use of the District's facilities. The Certificate of Insurance shall name the District as an additional insured and

**COMMUNITY RELATIONS
USE OF SCHOOL GROUNDS AND SCHOOL FACILITIES AP 8:20**

shall be filed with the District before the licensee organization is permitted to use the facilities.

Section 3- Eligible Organizations/Groups and Priority of Use

Organizations and groups eligible to apply for use of District facilities and their priority of use shall be as follows:

Category A

1. Parent Teacher Associations of District 45 schools and District 45 PTA Council
2. Boy Scouts, Girl Scouts, Campfire groups, and other recognized non-sports youth groups involving District 45 students whose primary purpose and activities promote the development of citizenship, knowledge and skills that reinforce the educational program, as determined by the Superintendent or designee.
3. Villa Park Education Association and District 45 Employees Association, IEA/NEA.

Category B

1. Village of Villa Park, Village of Lombard, and Lombard Park District
2. District 45 employee groups, employees, youth athletic groups, students and/or groups of parents.

Category C

1. Churches, colleges, universities, non-public elementary and secondary schools having any portion of their boundaries within District 45.
2. Community groups within District 45 which are organized as non-profit organizations.
3. Groups of adults who reside within District 45 and are not covered under category C.2, above.
4. Any group or organization outside of District 45 boundaries.

COMMUNITY RELATIONS
USE OF SCHOOL GROUNDS AND SCHOOL FACILITIES **AP 8:20**

Section 4- Opening and Closing of Facilities

Doors to facilities will be opened at the time of rental and will not be opened unless an employee of the District is present. The doors will not be opened before this time.

No one will be allowed into the building until the Organization's supervisor listed on the Application is in the building.

All organizations and their participants will be required to vacate the facilities at the approved ending time as stated on the Application. All organizations must vacate the premises by 9:30 PM.

Any exceptions to these rules must be approved by the Superintendent or his/her designee.

Section 5- Use of School Equipment, Fixtures, Furniture or Materials

School equipment, fixtures, furniture, or materials shall not be moved within or removed from the area of normal use without written permission granted at the time of approval of the request for use of the facilities. Movable equipment shall not be used outside the facilities.

Tables, chairs and some equipment regularly in the building may be available for use upon advance request. Failure to request these items when the request for use of the facilities is approved will result in denial of the request. Any other equipment is to be furnished by the licensee organization and must be removed when building use is concluded.

Hardballs. Baseball, cleats, pitching machines and softballs are not allowed in any District buildings. No outside organization is allowed to use District 45 wrestling mats or cheerleading mats.

Use of basketball hoops, volleyball nets and any excessive set up (example: more than 5 tables and/or more than 20 chairs) all require an additional set up fee of \$25 per gymnasium.

Scoreboards, sound systems, Wi-Fi, power cords, and any District technology is not available for use.

Soccer is allowed in District 45 buildings up to the age of 10.

Any exceptions to these rules must be approved by the Superintendent or his/her designee.

Section 6- Building Regulations

COMMUNITY RELATIONS
USE OF SCHOOL GROUNDS AND SCHOOL FACILITIES **AP 8:20**

- A. Custodians are not allowed to extend the closing times or permit access to building facilities other than those authorized in the Application and Agreement for Use of School Facilities.

District staff is to be treated with respect at all times. Violation of this shall be sufficient justification to immediately cancel the current use agreement and/or to prohibit future use by the organization or individuals involved (Policy 8:30)

- B. A District employee must be present in the building during the period of use.
- C. No keys for facilities shall be provided for persons other than District employees.
- D. Smoking is prohibited in District buildings and on the District's property. Violation of this prohibition shall be sufficient justification to immediately cancel the current use agreement and/or to prohibit future use by the organization or individuals involved.
- E. Use or possession of alcoholic beverages on District property is strictly prohibited, and will result in immediate cancellation of the current use agreement, and may result in denial of future use by the organization or individuals involved.
- F. Organizations which serve refreshments during the course of their meeting shall furnish all necessary consumable supplies, and shall be responsible to place all evidence of food or beverages in appropriate disposal containers provided by the District. No food or beverages are allowed in school gymnasiums. Use of District 45 kitchens to cook is not allowed.
- G. Persons under eighteen (18) years of age are not allowed in the facilities without proper adult supervision. Proper adult supervision means that all youth organizations must have at least one adult supervisor for each 10 minor participants. The organization must be able to monitor the door during the activity. It is not the responsibility of the District staff to do this for the organization.
- H. Participants in activities organized and intended for adults may not be accompanied by children who are unattended children. Any children who accompany adults to such activities must be within sight of a responsible caretaker provided by the adult participant and supervised at all times.
- I. Athletic warm-up activities are permitted only in gym areas reserved for such activities. No use of the hallways, classrooms or other areas are permitted for athletic warm-ups.

COMMUNITY RELATIONS
USE OF SCHOOL GROUNDS AND SCHOOL FACILITIES **AP 8:20**

- J. Any exceptions to these rules must be approved by the Superintendent or his/her designee.

Failure to comply with the above rules may result in immediate cancellation of the current use agreement, and future use requests within the District by the organization or individuals involved may be denied.

Section 7- Use Rates and Availability

Facilities are available during non-school, weekdays hours as detailed in Section 1, when such uses are deemed appropriate and do not require custodial support. The following fee schedule applies:

<u>Category A</u>	No charge	
<u>Category B</u>	Gymnasium, Classroom, or All-Purpose Room	\$ 25.00 per hour
	Additional Classroom Fees	\$ 15.00 per hour
<u>Category C</u>	Gymnasium, Classroom, or All-Purpose Room	\$ 30.00 per hour
	Additional Classroom Fees	\$ 25.00 per hour

Facilities shall be available weekends as detailed in Section 1 for such use as deemed appropriate. The following fee schedule applies, plus the cost of custodial service when required:

<u>Category A</u>	No Charge	
<u>Category B</u>	Gymnasium, Classroom, or All-Purpose Room	\$75.00
	(Minimum 3-hour period. \$15.00 each additional hour)	
	Additional Classroom Fees	\$45.00
	(Minimum 3-hour period. \$10.00 each additional hour)	
<u>Category C</u>	Gymnasium, Classroom, or All-Purpose Room	\$100.00
	Minimum 3-hour period. \$25.00 each additional hour)	
	Additional Classroom Fees	\$100.00
	(Minimum 3-hour period. \$25.00 each additional hour)	
Custodial Time		\$30.00 per hour

Section 8- Payment of Fees

Fees for facilities use and custodial fees are payable to School District 45. Unusual set ups or configurations will result in an additional custodial fee or may be denied. An invoice for the use of facilities will be rendered at the end of month. In the event that payment is not made, the use request will be null and void, and all scheduled events will be cancelled.

**COMMUNITY RELATIONS
USE OF SCHOOL GROUNDS AND SCHOOL FACILITIES AP 8:20**

Section 9 - Cancellation

The District may cancel the use of the facilities without notice for the organization's or its participants' failure to comply with the rules and regulations of the District. The District reserves the right to alter scheduled use if a conflict occurs because the facility is needed for school purposes.

The Superintendent of Schools hereby establishes the following regulations to implement the provisions of Board of Education Policy 8:20 concerning conditions for the use of school property.

1. Outside Usage - Hours, School Grounds

Facilities - All grounds owned or controlled by the School District shall be closed to the public from dusk to dawn. It shall be unlawful for any person(s), except employees and members officers of the School District whose duties require their presence, or person(s) who have obtained permission for longer hours under Section 3 of this policy to occupy or be present in or on any school grounds after dusk or before dawn. Clean-up shall begin at such time as to insure all groups vacate the premises by dusk or the authorized departure time.

Any school grounds or facilities, or parts thereof, may be declared closed to the public by the Board of Education if the health and safety of the public warrants such closing.

2. Refuse and Trash

No person shall litter, or cause to be littered any School District grounds, driveways, walkways, shelters or other structures or facilities. Refuse, trash, and debris shall be placed in receptacles provided for that purpose. Violators will be prosecuted under all applicable laws.

3. Disturbing the Peace

Any person(s) who willfully disturb(s) the peace and quiet of the school premises or adjacent territory by loud or unusual noises, threatening, quarreling, or fighting, or whoever displays any deadly weapon, or who uses intoxicating beverages or unlawful substances, or does any other act in such unreasonable manner as to alarm or disturb another person shall be subject to the penalty hereinafter provided.

4. Vehicles

No person shall drive or permit to be driven any motorized vehicle on any school grounds or premises at any time. This limitation does not apply to licensed

COMMUNITY RELATIONS
USE OF SCHOOL GROUNDS AND SCHOOL FACILITIES **AP 8:20**

drivers using licensed vehicles on school driveways and parking lots for normal school business, to law enforcement or emergency vehicles, and to reasonable short-term parking by neighbors as the Board may permit. All vehicles must be parked in designed parking spots so that emergency vehicles can access all District properties.

5. Animals

All animals on school premises must be under the direct control of the owner of the animal or the owner's designee at all times. Litter or refuse caused by the presence of any animal shall be promptly removed from school grounds or premises by the animal's owner.

6. Sports

No person shall participate in any sports or activities on any District property except at such places as may be designated and provided for that purpose.

7. Tobacco

No person(s) shall use tobacco in any form on School Grounds (Policy 8:30).

8. Teachers and Employees

Teachers and employees are hereby authorized to request any person(s) entering school grounds or facilities to identify themselves and the purpose of their activity, and to show any permit issued under this policy.

9. Police

Police officers of the Village of Villa Park, the Village of Lombard, the City of Oakbrook Terrace and the Sheriff of DuPage County are hereby specifically authorized and empowered to enforce any of the provisions of this policy, by arrest, or otherwise, and they shall have the power to enter on any of the property and premises of the District and to make arrests for any violations to this policy. Nothing herein shall be deemed to prevent the District from pursuing civil remedies for damages caused as a result of any violation of the foregoing, or any other remedies available to the School District.

10. Emergency Clause

In the event of a natural disaster, Civil Defense alert or similar catastrophe, the Police Departments of the Village of Villa Park, the Village of Lombard, the City of Oakbrook Terrace or the Sheriff of DuPage County are authorized to use school grounds for purposes required because of the emergency without the written consent of the Superintendent. Review of the purpose and duration of the grounds use should be verbally discussed in advance with the Superintendent or designee.

11. Signs

All persons shall observe, abide by, and adhere to the regulatory signs which are posted and erected on School District property from time to time. The following sign shall be posted conspicuously at each site:

SCHOOL GROUNDS CLOSED FROM DUSK TO DAWN

THE ENTRY UPON AND USE OF THE GROUNDS OF THIS SCHOOL BUILDING BETWEEN DUSK AND DAWN IS ABSOLUTELY FORBIDDEN TO ALL PERSONS EXCEPT AUTHORIZED EMPLOYEES. ANYONE DESIRING TO USE THE SCHOOL GROUNDS DURING THESE HOURS MUST OBTAIN WRITTEN PERMISSION FROM THE SUPERINTENDENT OF SCHOOLS. VIOLATION OF THIS NOTICE SHALL SUBJECT YOU TO FINE AND POSSIBLE IMPRISONMENT AS A TRESPASSER UNDER THE ILLINOIS CRIMINAL CODE, SECTION 21-3(a).

VIDEO SURVEILLANCE MAY BE USED TO MONITOR AND/OR RECORD BEHAVIOR AND ACTIVITY OF ALL PERSONS ON SCHOOL PROPERTY OR GROUNDS.

12. Eviction

Any person violating any of the provisions of this policy may forthwith be evicted from the school grounds or facilities and other public places under control of the Board of Education.

13. Regulations

The Superintendent of Schools is authorized to develop administrative regulations for implementation of this policy.

Regulation

Adopted: April 14, 1975

Revised: May ____, 2017

**EXHIBIT A
Criminal Code**

Criminal Code. Sec.21-3. Criminal trespass to real property (720 ILCS 5/21-3)

- (a) Whoever:
- (1) knowingly and without lawful authority enters or remains within or on a building; or
 - (2) enters upon the land of another, after receiving, prior to such entry, notice from the owner or occupant that such entry is forbidden; or
 - (3) remains upon the land of another, after receiving notice from the owner or occupant to depart; or
 - (3.5) presents false documents or falsely represents his or her identity orally to the owner or occupant of a building or land in order to obtain permission from the owner or occupant to enter or remain in the building or on the land;

Commits a Class B misdemeanor.

For purposes of item (1) of this subsection, this Section shall not apply to being in a building which is open to the public while the building is open to the public during its normal hours of operation; nor shall this Section apply to a person who enters a public building under the reasonable belief that the building is still open to the public.

- (b) A person has received notice from the owner or occupant within the meaning of Subsection (a) if he has been notified personally, either orally or in writing..., or if a printed or written notice forbidding such entry has been conspicuously posted or exhibited at the main entrance to such land or the forbidden part thereof.

.....

- (f) This section does not prohibit a person from entering a building or upon the land of another for emergency purposes. For purposes of this subsection (f), "emergency" means a condition or circumstance in which an individual is or is reasonably believed by the person to be in imminent danger of serious bodily harm or in which property is or is reasonably believed to be in imminent danger of damage or destruction.....

EXHIBIT B
Criminal Code

Criminal Code. Sec.21-5. Criminal Trespass to State Supported Land. (720 ILCS 5/21-5)

- (a) A person commits criminal trespass to State supported land when he or she enters upon land supported in whole or in part with State funds, or federal funds administered or granted through State agencies or any building on the land, after receiving, prior to the entry, notice from the State or its representative that the entry is forbidden, or remains upon the land or in the building after receiving notice from the State or its representative to depart, and who thereby interferes with another person's lawful use or enjoyment of the building or land.

A person has received notice from the State within the meaning of this subsection if he or she has been notified personally, either orally or in writing, or if a printed or written notice forbidding entry to him or her or a group of which he or she is a part, has been conspicuously posted or exhibited at the main entrance to the land or the forbidden part thereof.

....

- (b) A person commits criminal trespass to State supported land when he or she enters upon land supported in whole or in part with State funds, or federal funds administered or granted through State agencies or any building on the land by presenting false documents or falsely representing his or her identity orally to the State or its representative in order to obtain permission from the State or its representative to enter the building or land; or remains upon the land or in the building by presenting false documents or falsely representing his or her identity orally to the State or its representative in order to remain upon the land or in the building, and who thereby interferes with another person's lawful use or enjoyment of the building or land.

This subsection does not apply to a peace officer or other official of a unit of government who enters upon land supported in whole or in part with State funds, or federal funds administered or granted through State agencies or any building on the land in the performance of his or her official duties.

- (c) Sentence. Criminal trespass to State supported land is a Class A misdemeanor, except a violation of subsection (a-5) of this Section is a Class A misdemeanor for a first violation and a Class 4 felony for a second or subsequent violation.