

# ORLAND SCHOOL DISTRICT 135

## Use of School Facilities Handbook

### **Centennial School**

14101 Creek Crossing Drive  
Orland Park, IL 60467

### **Center School**

9407 West 151<sup>st</sup> Street  
Orland Park, IL 60462

### **Century Jr. High School**

10801 West 159<sup>th</sup> Street  
Orland Park, IL 60467

### **High Point School**

14825 West Avenue  
Orland Park, IL 60462

### **Jerling Jr. High School**

8851 West 151<sup>st</sup> Street  
Orland Park, IL 60462

### **Liberty School**

8801 West 151<sup>st</sup> Street  
Orland Park, IL 60462

### **Meadow Ridge School**

10959 West 159<sup>th</sup> Street  
Orland Park, IL 60467

### **Orland Jr. High School**

14855 West Avenue  
Orland Park, IL 60462

### **Park School**

9960 West 143<sup>rd</sup> Street  
Orland Park, IL 60462

### **Prairie School**

14200 South 82<sup>nd</sup> Avenue  
Orland Park, IL 60462



# ORLAND SCHOOL DISTRICT 135

## Use of School Facilities Handbook

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## **INTRODUCTION**

The primary purpose of Orland School District 135 facilities is to provide the students of our community an education. The Board of Education is aware of the large capital investment citizens have made in our school facilities. Therefore, the maximum use of the school district's facilities is encouraged if it is compatible with the efficient and effective operations of instructional and extracurricular programs and activities of Orland School District 135.

The Board of Education is pleased to make the facilities available to community groups within the school district in the promotion of school, civic or social goals in accordance with School Board Policy and Illinois School Code. The following guidelines are provided to those wishing to use school facilities.

## APPLICATION PROCEDURES

1. An authorized representative of the requesting group must make application for use of district facilities through Orland School District 135's Application/Contract for Use of District Facilities. See Attachment A.1, page 16. All applications/contracts must be completed in person at the Administration Building, 15100 South 94th Avenue, Orland Park, Illinois, 60462, Maintenance Department.
2. An Application/Contract for Use of District Facilities must be filed and signed by one or more members (21 years or older) of the organization who will be personally responsible for any and all damage, and who will oversee that all provisions relating to the use of the facilities are carried out in the best interest of the Board of Education of Orland School District 135.
3. Prior to the use of school facilities, the requesting group must furnish a Certificate of Insurance for use of the desired school facilities, directed to the attention of the Director of Facilities and Maintenance, with the certificate naming Orland School District 135 as the additional insured, with bodily injury liability of \$1,000,000 for each occurrence and property damage liability of \$1,000,000 for each occurrence. The policy must be an "Occurrence Made" insurance policy.
4. Organizations using district facilities annually are requested to submit their applications after July 15 of each school year.
5. Applicants shall agree in writing to hold the Board of Education of Orland School District 135, as a whole or the individual members thereof, and all school district officials, agents and employees, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school district property.
6. Applicants shall agree to reimburse the school district for any damage to school district property.
7. Applicants shall agree to conform to the policies and procedures pertaining to the use of school district facilities adopted by the Board of Education.
8. When a request to use the school district facilities clearly falls within the scope of the established policies, the Superintendent or his/her designee is authorized to grant the request.
9. When a request to use school facilities does not clearly fall within the scope of the established policy, then the Superintendent or his/her designee will refer the request to the Board of Education.
10. Any outside advertisement of the event or activity on school property must be noted in the application for approval.

11. Payment for use – Rental of facilities for a one-time meeting or function is payable at least one week in advance. No refunds will be made for cancellation unless cancellation is made by the Board of Education or is made in writing by the requesting group at least 48 hours in advance.
12. Rental fees for school facilities by users on a regular basis shall be paid on receipt of invoice. Any organization delinquent in paying for use of the facilities after two notices shall be automatically disqualified from future use of district facilities until such time as payment is received.

## **RULES AND REGULATIONS**

1. All rules and regulations of the Board of Education and provisions of the Illinois School Code are to be strictly observed by those using school district property and facilities. Any use, contrary to or in violation of the law, rules or regulations, shall be grounds for cancellation of the agreement and for removing the users from the property and further shall bar such individual, group or organization from further use thereof.
2. All agreements will be issued for specific rooms/areas and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the buildings are not used and that the premises are vacated as scheduled.
3. Under no circumstances shall a room be used to accommodate a group in excess of the legal maximum seating capacity for that room.
4. Reservations and charges refer to the actual date and time only. Access to the room will not ordinarily be possible until approximately fifteen (15) minutes before scheduled time subject to prevailing conditions. Use of facilities for rehearsals or setting up of displays, etc., will involve additional time charges. Fees are for actual time approved, which must include preparation time before and after the program. See Schedule of Rental Fees - Attachment B.
5. Members of the requesting group will not be admitted to rooms other than those approved on their agreement.
6. School district facilities may not be used for private or individual gain.
7. The school district reserves Winter Break, Spring Break, and similar recesses and holidays to renovate and clean its facilities.
8. The Board of Education reserves the right to free access to all parts of the facilities at all times.
9. The Board of Education reserves the right to grant or reject any application for school district facilities.
10. All non-school activities are to be scheduled in such manner as to not interfere with the extracurricular and regular functions of the school.
11. School district facilities are available only to Orland community groups established within Orland School District 135 boundaries.
12. At no time shall an individual or group distribute political literature on school district property to students or adults, post it on school district property, place it on school district property for voluntary pickup, or place it in or on automobiles parked on school district

property.

13. Use shall only be granted under the supervision of a custodian or employee of the school district who shall have charge of the grounds, preserve order, protect school district property and do all things necessary to carry out the provisions and intent of the laws of the State of Illinois and the policies of the Board of Education which may apply thereto.
14. Setting up and taking down of chairs and equipment must be arranged by the user under school district supervision.
15. School district furniture or apparatus may not be moved or displaced by the user without permission from and under the supervision of the school district employee in charge.
16. No electrical equipment shall be attached to existing circuits without prior approval.
17. The organization shall be responsible for supervising, maintaining order and discipline.
18. The organization shall be responsible for maintaining cleanliness of the facilities.
19. Building custodians are directed to report any misuse of facility or rental agreement to the Building Principal and the Director of Facilities and Maintenance.
20. The use of facilities without charge will be granted only when a custodian is normally on duty; otherwise, the organization will reimburse the school district for out-of-pocket costs. See Schedule of Rental Fees - Attachment B.
21. Groups entitled to free use of the facilities will be charged at the full rate if they join in profit-making enterprises with outside interests that do not directly benefit Orland School District 135 students.
22. When the use of facilities is at no charge, it is the responsibility of the user to handle special arrangements upon the approval of school district personnel. All users are expected to leave the facility in the SAME ORDER AS PRIOR TO USE.
23. Custodial services for any work not directly assigned by a school designee are not available. A custodian may not assume any responsibilities beyond the scope of his or her assigned responsibilities.
24. Storage space and school special equipment and supplies are not available.
25. Organizations using the gymnasium must furnish their own equipment, such as basketballs, volleyballs, and other light equipment. Gym equipment, such as nets, backboards, etc., will be available provided prior arrangements are made and the equipment requested is housed in the building to be used.
26. All equipment brought into the building by the user should be properly labeled and approved by school district personnel prior to placement in the building. Orland School

District 135 shall not be held responsible for the user's lost equipment nor is it liable for the use of the equipment. No equipment shall be stored on school district property.

27. Refreshments may be served only in designated areas with prior administrative approval.
28. All groups requesting the use of buildings or school district facilities must have acceptable and adequate adult sponsorship and supervision. (Ratio of 1 - 20)
29. All supervisors or sponsors must be at least twenty-one (21) years of age.
30. Children will not be admitted into the facility without adequate adult supervision. The organization's/group's supervisor will not leave the premises until all children have departed.
31. Transportation of children to and from meetings must be pre-arranged. The school telephone may not be used to arrange transportation.
32. Alcoholic beverages and/or narcotics are not permitted on school district premises.
33. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school district buses, in school district buildings, or on school district grounds at any time.
34. Smoking is not permitted in school district facilities or on school district grounds, in accordance with Board of Education Policy 223, Tobacco Prohibition. See Attachment C.3.
35. The buildings shall be cleared on weekdays by 9:30 p.m. for elementary schools and 10:00 p.m. for junior high schools, unless special arrangements have been made with the Maintenance Department. On weekends, all buildings will be cleared by 9:00 p.m.
36. All children must park bicycles in the designated parking racks or areas. Bicycles may not be parked on lawns, sidewalks, roadways or inside the building.
37. Automobiles may only be parked in designated areas.
38. All driveways must be kept clear at all times in accordance with fire and police department regulations.
39. Indoor Facilities – 90% of the participating children shall live within the boundaries of District 135.



## **CANCELLATIONS**

1. All cancellations shall be made in writing to the Maintenance Department. Telephone requests will be accepted if confirmed in writing.
2. The Board of Education reserves the right to cancel any organization's agreement to use the facilities. Wherever possible, ample notice will be given.
3. On any days of emergency closing, typically designated as inclement weather days or snow days, all building use is cancelled.

## **FACILITIES UTILIZATION REPORT**

Group representatives are required to sign a Facilities Utilization Report, which states the time the facility is being utilized, the facility, area of facility, damage report, if any, and signature and phone number of the user's representative. See Attachment A.2, page 17.

1. This report will provide information for the determination of the correct bill to the group.
2. The report will be completed by the custodian who is responsible for the area in use.
3. The custodian will submit a copy of the report after each use. In the event of any damage, the building administrator will send a copy of the report to the Director of Facilities and Maintenance.
4. The Director of Facilities and Maintenance will be responsible for assessing the damages and contacting the Business Department for billing the appropriate group for damages.

## **TERMINATION OF PRIVILEGES**

The Board of Education reserves the right to terminate any group's agreement and/or use of facility privileges for violation of any of the terms and/or provisions of the Board of Education's policies and procedures pertaining to the use of Orland School District 135 facilities.

## **PRIORITIES AND GROUP CLASSIFICATION FOR COMMUNITY USE OF SCHOOL FACILITIES**

In scheduling the use of Orland School District 135's school facilities and properties, activities associated with the district's regular customary curriculum and extracurricular programs shall have priority over the activities of any other group/organization/individual.

For the purposes of approving and scheduling requests, the following categories of user groups are hereby established.

**Group I** School Sponsored Groups of School District 135  
Orland Fire Protection District, Orland Police Department  
Employee associations  
Approved student groups, booster clubs, parent-teacher organizations  
Approved teacher activities  
Approved intergovernmental agreements and leases

**Group II** Non-Profit Groups (\*Child-Oriented)  
Boy/Girl Scout and similar groups  
Religious groups  
Cultural groups  
Recreational groups

*\*Child-oriented* shall be defined as the age group of children who are normally served by the educational program of District 135; i.e., preschool through 8th grade. A percent of the participating children shall live within the boundaries of District 135. See Rules and Regulations: Indoor Facilities, page 8, #39; Outdoor Facilities, page 9, #40.

**Group III** Non-Profit Groups (\*\*Adult-Oriented)  
Civic groups  
Governmental entities  
Other taxing bodies within District 135 boundaries  
Religious groups  
District 230

*\*\*Adult-oriented* shall be defined as any group whose target audience is adult and not primarily students in preschool through 8th grade. 90% of the participating adults shall live within the boundaries of District 135.

**Group IV** Profit Groups - Charging Fees  
Commercial groups for recreational purposes with participants residing within District 135 boundaries

**Group V** Board Approved Leases or Partnerships (requires Board authorization for building use)  
Commercial groups for recreational purposes with participants residing outside District 135 boundaries  
See Schedule of Rental Fees - Attachment B.

**ORLAND SCHOOL DISTRICT 135  
Application/Contract for Use of District Facilities**

**THIS CONTRACT MUST BE PRESENTED TO THE  
NIGHT CUSTODIAN EACH TIME THE ACTIVITY ARRIVES AT THE BUILDING  
A \$25.00 fee will be assessed for no shows in Group I and II WITHOUT 48-hour cancellation notice  
(708) 364-3354**

PLEASE PRINT

\_\_\_\_\_  
Organization Requesting Use of Facilities

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Representative's Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Event Supervisor

\_\_\_\_\_  
Home and/or Cell Phone

\_\_\_\_\_  
Business Phone

Insurance Company \_\_\_\_\_ Policy Period \_\_\_\_\_  
(Attach Certificate of Insurance naming Orland School District 135 as the Additional Insured)

Facility Requested \_\_\_\_\_ Area(s) Requested \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Time facility to be reserved \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (we will add prep/cleanup time)

Expected Attendance \_\_\_\_\_ Age group \_\_\_\_\_ No. of Adult Supervisors \_\_\_\_\_

Special arrangements or custodial setup requested \_\_\_\_\_

*The above listed Organization/Authorized Representative and Event Supervisor have read the Orland School District 135 Use of Facilities Handbook and, by signing this application, agree to abide by all rules and regulations specified within. In addition, I/we do hereby stipulate and agree to indemnify and hold harmless School District 135, in whole or in part, with respect to any claims and expenses incurred by reason of any claims, for personal injury or property damage arising in connection with the use by such organization of the facilities of said School District 135, and shall, if required by the Board of Education of said School District, obtain public liability insurance.*

Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR DISTRICT OFFICE USE ONLY</b>	
Facility Use	_____ Approved _____ Denied
Equipment Use	_____ Approved _____ Denied
Custodial Time	_____ am / pm _____ am / pm (prep and clean-up time)
Fee to be Assessed	\$ _____ Due one week prior to building use
Special Remarks _____	
Authorized Signatures _____	
Superintendent/Designee	_____ Date _____
Director, Buildings and Grounds	_____ Date _____

White – Admin Copy

Canary – Building Copy

Pink – Applicant Copy

ORLAND SCHOOL DISTRICT 135
Facilities Utilization Report

PLEASE PRINT - TO BE COMPLETED BY CUSTODIAN ON DUTY

Building \_\_\_\_\_ Event Date \_\_\_\_\_ Custodian \_\_\_\_\_

Organization \_\_\_\_\_ Area(s) Used \_\_\_\_\_

Equipment approved for use \_\_\_\_\_ Setup \_\_\_\_\_

Event Supervisor \_\_\_\_\_ Time from \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

THE CUSTODIAN and EVENT SUPERVISOR are required to report any damage to facilities, any unauthorized use of facilities or other violations of the Orland School District 135 Use of School Facilities or Procedures.

INCIDENT REPORT

\_\_\_\_\_ YES, building areas and equipment were used in accordance with the District 135 Use of School Facilities Policy and Procedures.

\_\_\_\_\_ NO, building areas and equipment were not used in accordance with the District 135 Use of School Facilities Policy and Procedures.

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Custodian \_\_\_\_\_ Date \_\_\_\_\_

The Custodian on duty will submit this form to the Director of Buildings and Grounds after each use. In the event of any damage, the Director of Buildings and Grounds will be responsible for assessing the damage(s) and contacting the School District Business Office for billing the appropriate group for damages.

The Board of Education reserves the right to terminate any group's lease and/or use of facilities privileges for violation of any of the terms and/or provisions of the Board of Education's Policies and Procedures pertaining to the Use of Facilities.

WHITE - District Copy

YELLOW - Building Copy

**ORLAND SCHOOL DISTRICT 135 RENTAL REGULATIONS**

Orland School District 135 facilities may be rented by properly organized and supervised groups when classes and/or other activities do not require the facilities, if in the judgment of District 135 such use will not be detrimental to the educational purpose for which the facilities were provided. District 135 reserves the right to require that any rental agreement be surrendered in favor of another group when, in the opinion of District 135, the best interests of the agencies will be served by such a change in use.

The person whose name is on the rental agreement is responsible for enforcement of all rules and regulations.

1. All community groups must submit a current roster including names, addresses, phone numbers and District 135 school attended, as well as a Certificate of Insurance. A Percent of the participating children shall live within the boundaries of District 135. See Rules and Regulations.
2. Community groups must appoint one individual to be the representative. Only the appointed person may reserve areas in the name of the group. Only persons 21 years of age and older may sign a rental agreement for use of District 135 facilities. This person will be responsible for proper supervision of anyone admitted to an activity. Cost for any damage will be billed to the renter.
3. Each group is solely responsible for the supervision of all persons attending the activity including spectators.
4. The rental agreement must specify the activity in the rental area. The activity must be contained to the rental area.
5. The renter must make payment at the time of request. When applicable, a credit card may be used for rental payments. No refunds will be made for canceled activity time(s).
6. Smoking, alcohol, narcotics and gambling are prohibited in any District 135 building or on the adjacent grounds.
7. The building staff, maintenance staff and local police are to be allowed entrance to all activities in District 135 buildings.
8. No renter may store equipment or materials in District 135 buildings.
9. District 135 buildings are not available to any type of business.
10. The building custodial staff will allow renters into the facility at the scheduled rental time. Renters who stay beyond the scheduled time or cause excessive cleanup will be billed accordingly. Leaving the facility in an unacceptable state may jeopardize future rentals associated with this group.
11. Any group who violates the above rules may be denied future use of District 135 facilities.
12. A \$25.00 fee will be assessed for no shows for Groups I and II without 48-hour cancellation notice (708) 364-3354.

I have read the above regulations and understand that I am the responsible person for this rental. I agree to abide by Orland School District 135 rental regulations.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Schedule of Rental Fees July 1, 2016 to June 30, 2017

- NOTE:** 1. All fees are prepaid and no refunds.  
2. Fees do not reflect any additional accommodations including, but not limited to, air conditioning, room setups, etc.

<b>Weekday Rates</b>			
<b>User Groups</b>	<b>Classroom</b>	<b>Gym</b>	<b>Commons</b>
Group I	No Charge	No Charge	No Charge
Group II	No Charge	No Charge	No Charge
Group III	\$25/hr	\$30/hr	\$30/hr
Group IV	\$65/hr	\$65/hr	\$65/hr
Group V	\$75/hr	\$75/hr	\$75/hr

<b>Weekend Rates</b> <b>(Must pay a three-hour minimum charge)</b> <i>Additional hours will be charged the rate as indicated below.</i>			
<b>User Groups</b>	<b>Classroom</b>	<b>Gym</b>	<b>Commons</b>
Group I	No Charge	No Charge	No Charge
Group II	\$50/hr	\$50/hr	\$50/hr
Group III	\$75/hr	\$100/hr	\$100/hr
Group IV	\$80/hr	\$105/hr	\$105/hr
Group V	\$160/hr	\$210/hr	\$210/hr

**NO FOOD OR DRINK ALLOWED IN CLASSROOMS OR GYMS**



## COMMUNITY USE OF SCHOOL FACILITIES

School facilities are available to community organizations during non-school hours when such use does not interfere with any school function or the safety of students or employees or affect the property or liability of the District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student groups (both sponsored and non-sponsored) and school-related organizations are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

The Superintendent or designee shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent or designee's approval and is subject to the procedure designated in Policy 220.1 - Attachment C.1-A.

LEGAL REF.: 20 U.S.C. §7905.  
10 ILCS 5/19-2.2.  
105 ILCS 5/10-22.10 and 5/29-3.5.  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).  
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).  
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: Policy 215 – School Sponsored Activities  
Policy 220.4 – Distribution/Display of Non-School Related Information to Students  
Policy 222 – Visitors to and Conduct on School Property  
Policy 220.1 Attachment C.1-A – Administrative Procedure

Approved: March 10, 2008

## ADMINISTRATIVE PROCEDURE: Community Use of School Facilities

Orland School District 135 desires to encourage worthwhile educational, recreational, civic, and cultural activities, and therefore the Board of Education may make the school facilities available on a temporary basis for such activities for those days of the week or portions of the day when those facilities are not utilized for school purposes. The Superintendent or designee shall determine the time, duration, number of persons, physical activity and portion of school facilities that will be made available to community groups generally. Information on facility availability is contained in the "Orland School District 135 Use of School Facilities Handbook."

All use of school buildings, grounds, and equipment by persons or organizations for such non-school sponsored activities shall be conditioned upon approval of a Facilities Use Agreement to be completed in applying for such use.

Since increased usage of the school buildings represents an additional cost to the District, free use shall be confined to uses by school-sponsored groups, responsible non-sponsored student-initiated groups, and school support groups. At no time shall the school facilities be used for any purpose that is prejudicial to the best interest of the District, in conflict with the school program, or contrary to the provisions of Section 10-22.10 of Illinois School Code.

Activities and programs sponsored by District 135 or directly related to the instructional and educational program of the District take precedence over any non-school sponsored activity. The following priority list shall be used in case of conflicting requests to accommodate non-school sponsored activities:

1. Use by local governmental entities and school support groups.
2. Use by responsible non-sponsored student-initiated groups.
3. Use by responsible community groups for student or youth-related activities.
4. Use by responsible community groups for other purposes.

Pursuant to the terms of this procedure, the Superintendent or designee may grant access to community groups to use school facilities for meetings during times when such facilities are not being used for school purposes. Such access will be only for temporary, short-term use. Permission shall not be granted unless and until the community group agrees in writing to each of the following:

1. to provide to the Superintendent or designee such information, including but not limited to, proof of residency regarding the group, its membership and participants, and its planned activities on school property sufficient for the Superintendent or designee to apply the provisions of this policy;
2. to present to the Superintendent or designee written proof that the group has adequate insurance to protect against the risk of liability arising from the use requested;
3. to hold the District, the Board, and its agents and employees harmless from all liability arising from the group's use of the property;
5. not to publish or otherwise disseminate to the public any direct or indirect suggestion that the activities conducted by the group on school premises are sanctioned, sponsored, or endorsed by the District, the Board of Education, or the Superintendent;

### **Attachment C.1-A**

6. to the extent practicable, not to permit any items identifiable to the community group, which the Superintendent or designee may permit the group to temporarily store items on school premises, to be readily visible to students attending school during regular school hours;
7. to permit the attendance at the group's activities on school premises of any representative of the District which the Superintendent or designee may assign to monitor those activities;
8. to comply with all applicable federal, state and local criminal or administrative requirements relating to the group's use of school facilities;
9. to promptly pay the cost as determined by the Superintendent or designee of or to promptly make all repairs to District property required as the result of the group's use, excepting ordinary wear and tear;
10. to promptly pay the District the fee and/or security deposit set by the Board;
11. not to sell, deliver, or use alcoholic beverages on school premises;
12. not to permit the use of tobacco products on school premises;
13. not to permit the sale, delivery, possession, or use of such drugs, weapons, or other items the sale, delivery, possession, or use of which is prohibited by law;
14. not to permit animals on school premises, except those specifically trained for assisting handicapped persons;
15. to ensure that all minors participating in group activities are adequately supervised by responsible adults;
16. to ensure that the school facilities are cleaned and left in the same condition as before the community group used such facility.

The Superintendent or designee may revoke previously granted access if it appears that the group has materially violated any of the promises it made prior to access being granted or for any reason upon which access may have been originally denied. The Superintendent or designee may deny or revoke access based on any of the following: a) a reasonable belief that a group cannot or will not fulfill the promises required by this policy; b) school usage of the District's facilities or previously granted access to other groups makes the requested use impracticable; c) the use requested is for a time, duration, number of persons, physical activity, or portion of school facilities which the Superintendent or designee has determined not to make available to community groups generally; d) the use conflicts with a time or portion of school facilities designated in a Board-approved lease agreement.

Administration shall in no event grant, deny, or revoke access based upon the viewpoint of the expression of the community group. However, no access shall be granted to community groups to engage in partisan political or profit-making or other activities which the Board deems to be inconsistent with the use of the premises for public school purposes. Partisan political activities which are part of a broader nonpartisan program of student or voter education and profit-making activities which are part of a school-sponsored, school support group sponsored, or governmental program are not prohibited uses.

For purposes of this policy, the term “community group” refers to a responsible adult-led group of 10 or more persons organized for social, educational, civil, cultural, welfare, recreational, philosophical, religious or community service purposes, the predominant portion of whose membership or the predominant portion of whose participants at meetings and activities in District facilities is demonstrably resident within the District. The membership or participation of children or District students or the lack of such membership or participation has no bearing on whether a group shall be considered a “community group” under this policy. Student support groups and local governmental entities shall not be considered “community groups” under this policy, and may be granted access to District facilities under such conditions as the Board determines. “School support groups” is defined to include any organization which is not legally associated with the Board of Education, but which is organized and operated primarily for the purpose of assisting the Board, Administration, staff, students and parents of the District to service the public educational needs of the District’s students. Non-sponsored student-initiated groups must be initiated and directed exclusively by, and consist exclusively of, District students, subject only to adult monitoring.

The Superintendent or designee may also grant occasional access to non-sponsored student-initiated groups under the following circumstances:

1. The group leadership has timely provided a list of all students who might participate, the nature of the activities planned, and the dates and times of all activities.
2. The group is limited to participation by District 135 students only.
3. No student is currently serving a suspension and all have demonstrated responsibility.
4. The planned activities are not likely to increase the risk of District liability.
5. The group has arranged for adequate volunteer adult supervision (but not sponsorship or direction).
6. All participants have promised to abide by all regular school rules applicable.

Fees charged for the use of school facilities shall be pursuant to schedules which shall be approved annually by the Board of Education following recommendations by the Superintendent. Beginning time for rental is based upon the time the renter wishes to enter the building. The building must be cleared according to the time specified in the agreement. Any fractional time beyond the contracted time will be on an hourly basis. Rental fees are to be paid at the Business Office in the Administration Center. Scheduled times, equipment requests, or space requests can be altered only upon authorization from the Business Office.

The Board’s granting of limited term exclusive occupancy as a tenant to any responsible person or organization under negotiated terms in the best interests of the District for facilities not in need for District purposes is not governed by this policy.

CROSS REF.: Policy 220.1 – Community Use of School Facilities

Approved: October 11, 1983  
Revised: May 12, 1997  
Revised: April 8, 2002  
Revised: March 10, 2008

## VISITORS AND CONDUCT ON SCHOOL PROPERTY

For purposes of this policy, "school property" means school buildings, District buildings not being used as a school, district-owned vehicles, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any Illinois law, or village or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
10. Engage in any risky behavior, including roller-blading, roller-skating, extreme biking, or skateboarding; or any other potentially dangerous sport or activity; or
11. Violate other District policies or regulations, or an authorized District employee's directive.

### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or

## Attachment C.2

2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or his/her designee shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled and the Principal shall take whatever action is appropriate under the student conduct code.
- The supervisor of any employee violating this policy shall take whatever action is appropriate according to personnel rules and bargaining agreements, if any.
- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Building Principal or designee. The Principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the Building Principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
- If a child sex offender violates this policy, school officials shall immediately contact law enforcement.

LEGAL REF.: Pro-Children Act of 1994, 20 V.S.C. §7181 et seq.  
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.  
720 ILCS 5/11-9.3.

## TOBACCO PROHIBITION

It shall be the policy of the Board of Education to strictly prohibit smoking and other use of tobacco products on school property.

This prohibition will apply to such property before, during and after the regular school day, as well as on days when school is not in session.

For purposes of this policy, the term "school property" will include, without limitation, any of the following, whether owned, leased or contracted for by the District: (1) any area within a building or other indoor facility used for school purposes including the Administration Center, (2) any vehicle used for school purposes, and (3) the areas outside of such buildings and facilities.

The term "school purposes" includes all events, activities or other uses of school property authorized or permitted by the Board or District officials. Such events, activities and other uses include -- without limitation -- all interscholastic and extracurricular athletic, academic and other events sponsored by the Board or in which District students participate.

Groups requesting use of school buildings in the District will be advised of this policy and will be required to adhere to it.

LEGAL REF.:           105 ILCS 5/10-20.5b  
                          Goals 2000: Educate America Act, Part C, the Pro-Children Act of 1994

Approved:     September 25, 1995  
Revised:       January 8, 2001  
Revised:       September 10, 2007

**RELATIONS WITH POLICE DEPARTMENT**  
(Safety and Security)

The Board relies on the Village Police Department of each of the communities in which the District is located in many ways to assure the safety of children to and from school and the security of school property, buildings, and equipment.

The administration will cooperate with the police by informing them of traffic conditions that offer hazards to children, of events that will bring crowds to schools, and of walking field trips to be made by classes.

Vandalism Protection

The Board and school administration will work cooperatively with the Police Department regarding patrols in the immediate vicinity of school buildings at frequent intervals through the night and to enforce curfew laws to reduce incidence of vandalism.

The Board and school administration will work cooperatively with the police to obtain the arrest and conviction of any persons responsible for vandalism. To this end, the Board directs the Superintendent to sign a complaint against any person who breaks into any school building and/or who maliciously damages school property.

The Board offers a monetary reward for information leading to the arrest and conviction of any person or persons vandalizing school property.

LEGAL REF: Policy 711.1 Attachment A – Adm. Procedure: Agency and Police Interviews

Approved: September 27, 1982  
Reviewed: Fall, 1993  
Reviewed: September 10, 2007