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# FACILITIES RENTAL POLICY

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**LaSalle-Peru Township High School  
District 120**

541 Chartres Street  
LaSalle, IL 61301

[www.lphs.net](http://www.lphs.net)

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*~ LPHS Beliefs ~*

*We believe that.....*

- *Every person should strive for excellence.*
- *Every person is unique and worthy of respect.*
- *LPHS is the core of the community.*
- *Students need a safe school.*
- *Today's learners must be educated to meet tomorrow's challenges.*

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*~ Vision Statement ~*

*Learn. Grow. Lead....Excellence is our Standard.*

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*~ Mission Statement ~*

*The Mission of LaSalle-Peru Township High School is to educate all students to the highest standards in a safe and challenging environment while developing within each of them:*

- *The ability to think critically, solve problems, and communicate effectively.*
- *Pride and respect in themselves, school, and community.*
- *An inspiration to become life-long learners who meet the challenges of an ever-changing and diverse world.*

*“Strive for Cavalier Excellence”*

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## **Introduction**

LaSalle-Peru Township High School (LPHS) has identified several locations for use as community meeting spaces. These spaces are available to the community and may be used for activities consistent with the policies of the school and the Board of Education and as further described below.

## **Main Campus Logistics**

Directions:

LPHS is located in north central Illinois about 100 miles southwest of Chicago, in the city of LaSalle. To get to the school at 541 Chartres Street:

- From Interstate 80 take the LaSalle exit south. Continue south to 11<sup>th</sup> Street. Turn right on 11<sup>th</sup> St. Take a left on Creve Coeur St. and continue on to 6<sup>th</sup> St. Turn right on 6<sup>th</sup> St. The school is located on the corner of Chartres and 6<sup>th</sup> Streets.
- From Interstate 39 take the LaSalle exit west. Continue going west at the stoplight on the corner of Joliet and 5<sup>th</sup> Streets. Turn right on Creve Coeur. Turn left on 6<sup>th</sup> St. The school is located on the corner of Chartres and 6<sup>th</sup> Streets.

## **Parking**

LPHS has 4 main parking lots (lots on 6<sup>th</sup> St., the corner of Creve Coeur and 7<sup>th</sup> streets, off of Creve Coeur between 6<sup>th</sup> and 5<sup>th</sup> streets behind our ACC building and near our football stadium. Parking is also allowed on some streets around the building during evening hours only.

Building Hours during the School Year (August thru May)

Monday-Friday	7:30 to 4:00 pm
Saturday	By appointment or reservation
Sunday	By appointment or reservation

Building Hours during the Summer (June and July)

Monday-Thursday	7:30 to 3:00 pm
Friday	By appointment or reservation
Saturday	By appointment or reservation
Sunday	By appointment or reservation

## **Classification of Users/Priority of Use**

School and school-related organizations and municipalities are to be granted the use of school facilities rent-free. However, the Board reserves the right to recoup costs it would not have incurred but for the approved event. Such costs could include, but are not limited to, custodial and maintenance time, utilities, subsequent repairs, etc. (Board Policy 8:20)

The Board of Education also reserves the right to waive rental fees for charitable and religious organizations along with associated elementary sender districts and IVCC.

Youth Programs/Camps

The event is initiated and sponsored by an in-district Youth Program/Camp which provides support in preparing students, grades K-8, for sports/activities at LPHS. Space requests will be decided on a first-come, first-served basis. The event is educational in nature and directly relates to the Beliefs~Vision~Mission of LPHS. Event expenses are not paid through a school account. (See page 9 for list of fees.)

In-District/Non-Profit

The event is non-school sponsored and requested by a not-for-profit organization (as defined by the Internal Revenue Code) residing within the school district boundaries. Decisions are made on first-come, first-served basis. Requests will be reviewed on a case-by-case basis to determine whether the event is in conformance with school policy. Event expenses are not paid through a school account. (See page 9 for list of fees.)

In-District /Profit Making

The event is non-school sponsored and requested by a for-profit organization external to the school residing within the school district boundaries. Decisions are made on a first-come, first-served basis. Decisions to permit a private, for profit event are at the sole discretion of the school. Requests will be reviewed on a case-by-case basis to determine whether the event is in conformance with school policy. Event expenses are not paid through a school account. (See page 9 for list of fees.)

Out-of-District/Non-Profit

The event is non-school sponsored and requested by a not-for-profit organization (as defined by the Internal Revenue Code) residing outside the school district boundaries. Decisions are made on first-come, first-served basis. Requests will be reviewed on a case-by-case basis to determine whether the event is in conformance with school policy. Event expenses are not paid through a school account. (See page 9 for list of fees.)

Out-of-District /Profit Making

The event is non-school sponsored and requested by a for-profit organization external to the school by an organization residing outside the school district boundaries. Decisions are made on a first-come, first-served basis. Decisions to permit a private, for profit event are at the sole discretion of the school. Requests will be reviewed on a case-by-case basis to determine whether the event is in conformance with school policy. Event expenses are not paid through a school account. (See page 9 for list of fees.)

Priority of Use

Following are the general priority guidelines established by the school for use in scheduling school facilities. The guidelines apply in general to all school facilities.

- 1<sup>st</sup> Priority: School and school-related organizations
- 2<sup>nd</sup> Priority: Youth Programs/Camps
- 3<sup>rd</sup> Priority: In-District Not-for-profit followed by In-District Profit Making
- 4<sup>th</sup> Priority: Out-of-District Not-for-profit followed by Out-of-District Profit Making

## **How to Reserve Space**

Rooms are available on a first-come, first-served basis, following the priority of uses set forth above. A Space Reservation Request must be completed to confirm reservation of the facility. Reservations are not considered final until an approved copy of the Space Reservation Request is returned to the applicant. The school reserves the right to determine and/or limit space assignments for scheduled events. Organizations may rent a facility on an hour basis up to eight (8) hours. Any event exceeding eight (8) hours will be assessed a daily rate based upon an 8-hour rental.

### **Deposit**

The school may require a 25% deposit 30 days prior to the event, or upon booking, whichever is first. The remaining balance will be due 30 days after the final invoice. The deposit will be returned if notice of the event cancellation is received seven calendar days in advance of the event. Failure to leave facilities in good condition may result in the loss of deposit and/or miscellaneous additional charges.

### **Cancellation/No Show**

The organization must contact the school regarding cancellation at least seven calendar days in advance. If a cancellation is not received and the group is a “no show”, the organization will be assessed the full fee for the facility. The organization/sponsor may also be assessed charges for labor, requested equipment, or other costs incurred by the school for the cancelled event.

### **Billing**

After the completion of the event, the school will provide the User with an invoice for the balance of rental fees based on the then-current schedule of fees and any additional charges including, without limitation, additional technical, custodial, maintenance, or security costs resulting from the event, reasonably incurred by the school. Payment is due within 30 days of the invoice.

## **Support Service Fees**

Fees are based on regular business hours (Monday-Friday 7:30 a.m.-4:00 p.m.). Support services are available during these hours. Events scheduled beyond these hours may incur additional staffing and security costs. Building hours are subject to change. Costs for additional services are charged on a per hour basis with a minimum of three hours. Support service fees are subject to change without notice.

## **Guidelines for Use of Space**

Only the portion of the facility contracted for may be used. The school reserves the right to relocate events to comparable space when necessary. Events with signed contracts or letters of agreement entered into between the school and the event sponsor will be honored. However, the school, in its sole discretion, may terminate a contract or letter of agreement at any time it determines that an event scheduled is not in the best interest of the school and its mission.

Previous use of LPHS’s facilities shall have resulted in no damage having been done to either the facilities or the reputation of the school and all previous charges shall have been paid in a timely fashion.

The school will require the User to provide the school with event registration information, brochures, and/or other advertising materials used to promote the event at least ten days prior to the event. Advertisements in publications and placement of signs, decorations, and structures require prior written approval from the District office.

The school may exercise the right to enter any room for the purpose of inspection, repair, or emergency.

The User is required to adhere to all school policies, regulations and guidelines and all local, state, and federal laws. Failure to comply with these regulations may result in denial of future use of school facilities and services or the termination of the event in progress if deemed necessary. The school may permit exceptions to these guidelines and may develop additional guidelines as appropriate.

#### Areas of Access

No one shall enter any portion of the school property prohibited by sign or notice.

No one, except as authorized by the school, shall enter any part of the school property that is in unfinished state or under construction.

No one shall enter any building or area of the school property when it is closed to the public. No one shall enter any building or area in the school which is reserved or scheduled for a specific group or activity, unless such person is invited by the individual, group, or agency responsible for such activity and, if applicable, such person has paid all appropriate admission fees.

#### Food Service

All food and beverages served at meetings or events on campus must be arranged by the User. The school reserves the right to not approve external vendors, in its sole discretion.

#### Parking and Vehicle Usage

No person shall drive or operate any vehicle on school property negligently, recklessly, or without due caution, or in a manner that endangers any person or property.

No person shall park any vehicle or allow any vehicle to remain parked in any area of school property beyond the normal closing hour of school property, except when a different closing hour has been designated by the school for that area or unless permission has first been obtained by the school.

No person shall park or place any vehicle on school property so as to obstruct or interfere with traffic or travel or endanger the public safety.

#### Indemnity and Damages

The User shall assume full responsibility for the conduct of all participants attending the User's event. As such, the User is liable for all damages resulting from participant utilization of the facilities and equipment provided by the school. The User will reimburse the school for all damages to facilities and equipment resulting from the use of those facilities and equipment by the User and/or its participants. This shall include any audio-visual equipment repair and/or replacement. To the extent permitted by law, the User shall indemnify and hold harmless the school, its officers, and employees against any and all claims for loss, injury, or damage, including reasonable attorney's fees and the costs of defense, to persons or property arising out of activities conducted by the User or its guests on or in school facilities. The school assumes no liability whatsoever for any property placed by the User in school facilities.

#### Insurance

The school requires non-school organization to provide a certificate of insurance for \$1,000,000 per occurrence for personal injury and/or death and \$1,000,000 per occurrence for personal property damage. LaSalle-Peru Township High School and its Board of Education are to be named as an additional insured. The school reserves the right to increase the coverage per occurrence for events with more than 250 participants or a type of use with heightened liability.

Evidence of insured coverage should be delivered to the school at least seven calendar days prior to the date of the scheduled event. If such evidence is not received within seven calendar days prior to the event, the event may be subject to cancellation by the District Office.

### Safety and Supervision

Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used. Standing in aisles and in back of seats during any program is prohibited except for those staffing the event.

Exits must remain open and accessible at all times. No required exit door may be fastened so that the door cannot be opened from inside by use of the door handle or by pressure on the crash bar. Exits serving the room must be adequately lighted at all times when the room is occupied.

All materials used as decorations must be fire resistant or flameproof. Nothing may be attached to windows, walls, drapes, posts, or furnishings without prior approval from the school. Open flames are prohibited.

Some events may require additional personnel (security, technicians, etc.) as determined by the school. Costs for additional personnel will be paid by the User and are in addition to the rental fee. The approval of the Space Reservation Request is dependent upon the availability of the supervisory personnel.

Smoking and alcoholic beverages are not allowed in school facilities, on school property, or at any school events.

The school retains the right to control the management of the facility and enforce all necessary and proper rules for the safe operation of the facility.

Emergency procedures are posted in all rooms. Evacuation routes are posted in hallways. Procedures and routes should be reviewed prior to the event.

### Admission/Merchandise Sales

Admission charges and sale of merchandise or services requires prior approval by the District Office and may be subject to a commission of gross sales.

### Restricted Uses

In addition to the general prohibition against violating school policies and procedures, or local, state, and federal laws, the school will strictly enforce prohibition of the following activities:

- Public Indecency. No person on school property shall commit an act of public indecency as defined in Illinois law, 720 ILCS 5/11-9.
- Disorderly Conduct. No person on school property shall commit disorderly conduct as defined in Illinois law, 720 ILCS 5/26-1.
- Gambling. No person on school property shall gamble as defined by Illinois law, 720 ILCS 5/21-1, *et seq.*
- Controlled Substances. No persons on school property shall violate the "Illinois Controlled Substance Act," 720 ILCS 570/100, *et seq.*
- Bodily Harm. No person on school property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/21-1, *et seq.*



## LPHS FACILITY FEE SCHEDULE (based on an 8-hour rental)

	YOUTH PROGRAMS		IN-DISTRICT		IN-DISTRICT		OUT OF DISTRICT		OUT OF DISTRICT	
	CAMPS		NON-PROFIT		PROFIT MAKING		NON-PROFIT MAKING		PROFIT MAKING	
<b>Athletic Facility</b>	HOURLY	DAILY	HOURLY	DAILY	HOURLY	DAILY	HOURLY	DAILY	HOURLY	DAILY
Howard Fellows	\$45	\$360	\$100	\$800	\$190	\$1,520	\$250	\$2,000	\$375	\$3,000
West Gym	\$25	\$200	\$30	\$240	\$40	\$320	\$65	\$520	\$90	\$720
East Gym	\$15	\$120	\$20	\$160	\$30	\$240	\$55	\$440	\$80	\$640
Wrestling Room	\$15.00	\$120	\$20	\$160	\$30	\$240	\$35	\$280	\$40	\$320
Tennis Courts	\$10	\$80	\$15	\$120	\$20	\$160	\$25	\$200	\$30	\$240
Track/Practice Field (on-campus)	\$15	\$120	\$20	\$160	\$25	\$200	\$30	\$240	\$35	\$280
Track (Athletic Complex)	\$20	\$160	\$25	\$200	\$30	\$240	\$35	\$280	\$40	\$320
Soccer Practice (Athletic Complex)	\$15	\$120	\$20	\$160	\$25	\$200	\$30	\$240	\$35	\$280
Soccer Game (Athletic Complex)	\$30	\$240	\$35	\$280	\$40	\$320	\$45	\$360	\$50	\$400
Weight Room	\$20	\$160	\$25	\$200	\$30	\$240	\$35	\$280	\$40	\$320
Balcony North/South	\$20	\$160	\$25	\$200	\$30	\$240	\$35	\$280	\$40	\$320
Pool	\$15	\$120	\$20	\$160	\$25	\$200	\$30	\$240	\$35	\$280
Auto-Shop Field	\$10	\$80	\$15	\$120	\$20	\$160	\$25	\$200	\$30	\$240
<b>Main Building</b>	HOURLY	DAILY	HOURLY	DAILY	HOURLY	DAILY	HOURLY	DAILY	HOURLY	DAILY
Auditorium	\$35	\$280	\$40	\$320	\$50	\$400	\$75	\$600	\$100	\$800
Library/Media	\$25	\$200	\$30	\$240	\$35	\$280	\$40	\$320	\$45	\$360
201/Old Cafeteria	\$20	\$160	\$25	\$200	\$30	\$240	\$35	\$280	\$40	\$320
202/New Cafeteria	\$20	\$160	\$25	\$200	\$30	\$240	\$35	\$280	\$40	\$320
Classrooms	\$20	\$160	\$25	\$200	\$30	\$240	\$35	\$280	\$40	\$320
Computer Labs/Media	\$30	\$240	\$35	\$280	\$40	\$320	\$45	\$360	\$50	\$400
Cavalier Community Room (102)	\$30	\$240	\$35	\$280	\$40	\$320	\$45	\$360	\$50	\$400
Choral Room	\$25	\$200	\$30	\$240	\$35	\$280	\$40	\$320	\$45	\$360
Band Room	\$25	\$200	\$30	\$240	\$35	\$280	\$40	\$320	\$45	\$360

NOTES: Additional support service fees will be assessed for custodial/maintenance services provided by LPHS - at a minimum of three (3) hours. Any additional time will be prorated on an hourly basis. Saturday not-for-profit events will be charged at time-and-a-half rates and Sunday not-for-profit events and holidays are charged at double time rates. For-profit events held on Saturdays, Sundays, and holidays are charged double time rates. Rates are based upon the collective bargaining agreement with the Building Service Employees Local 138. Additional fees may be assessed if additional support services are required (i.e. cafeteria, computer services, etc.)