

RULES AND REGULATIONS
GOVERNING THE USE OF HAWTHORN SCHOOL FACILITIES
FEES/BILLING

Priority Schedule

For the purpose of determining priority of usage and rental fees, groups, and/or organizations shall be classified as follows:

Class A - School-Related Organizations

1. Any group affiliated with the School District such as a PTO, Park District, Curriculum groups, band groups, etc. Required fees will apply.
2. Any school related youth organizations, such as Boy Scouts, Girl Scouts, Brownies, Y.M.C.A., Blood Drive, etc. Required fees will apply.

Class B - Community Service Organizations

Civic organizations, service organizations, churches, social organizations, etc. **within the district.**

Class C - Service Organizations

Civic organizations, service organizations, churches, social organizations, etc. **outside the district.**

Class D - Commercial Organizations

Any profit making organizations, business groups, political organization, etc. **within the district.**

Class E - Commercial Organizations

Any profit making organizations, business groups, political organization, etc. **outside the district.**

NOTE: Hawthorn School District #73 reserves the right to make any adjustments in the areas as scheduled if it becomes necessary. Every effort will be made to provide all areas as scheduled for groups/organizations. In case of a conflict, that group/organization will be notified immediately and alternative arrangements will be attempted.

| | Class B | | Class C | | Class D | | Class E | |
|--------------|----------------|---------|----------------|---------|----------------|---------|----------------|---------|
| | Facility | Utility | Facility | Utility | Facility | Utility | Facility | Utility |
| Aspen | \$ 8.79 | \$18.00 | \$10.60 | \$21.25 | \$13.09 | \$23.83 | \$15.79 | \$27.05 |
| Middle North | \$ 9.00 | \$18.00 | \$10.91 | \$21.25 | \$14.35 | \$23.83 | \$16.35 | \$27.05 |
| Middle South | \$10.79 | \$18.00 | \$12.94 | \$21.25 | \$16.21 | \$23.83 | \$17.94 | \$27.05 |
| North | \$ 8.79 | \$18.00 | \$10.35 | \$21.25 | \$14.08 | \$23.83 | \$15.29 | \$27.05 |
| South | \$ 8.83 | \$18.00 | \$10.85 | \$21.25 | \$13.93 | \$23.83 | \$16.12 | \$27.05 |
| Townline | \$10.79 | \$18.00 | \$12.94 | \$21.25 | \$16.21 | \$23.83 | \$17.94 | \$27.05 |

Please note – Prices are expected to increase.

Billing Invoice: An invoice for charges incurred for usage on Saturday or Sunday will be sent following the activity date.

When requesting a set up requiring 100 chairs or more, an additional one-hour custodial fee may be charged.
When requesting more than one room, groups will be charged for each room.

Class A-2 - groups are expected to pay overhead costs of required custodial,
kitchen staff or provide an offsetting service to the school district.

**Colleges/Universities - Professional courtesy -- charge a basic rental fee of \$10.00 per hour.

** Library / Resource Center usage must have written approval of the building Librarian.
This approval must be returned to the District Office.

** Kitchen usage must have written approval of the Food Service Manager.
This approval must be returned **to** the District Office. Cafeteria Staff - All activities involving
the kitchen may require a member of the cafeteria staff to be on duty. Hourly rate will be **\$18.00** per hour.

** Custodial Services - All activities require a custodian to be on duty, including 30 minutes before and after your
stated times. Hourly rate will be **\$31.50** per hour.

RULES AND REGULATIONS
GOVERNING THE USE OF HAWTHORN SCHOOL FACILITIES

No one is allowed in any other areas of the building except the agreed upon area. Sponsoring organizations shall provide sufficient and competent adult supervision. An adequate amount of supervision will be agreed upon at the time the contract is issued. If Hawthorn School District 73 feels the organization is not providing adequate supervision, the School District may, but is not obligated to, provide additional supervision to monitor the activities. The organization shall reimburse the School District for all direct costs involved in providing the additional supervision.

Applicants shall supply any special supervision needed, police protection, parking supervision, etc. as determined by the Superintendent, Business Manager or designee.

The school district shall not be responsible for properties left on the premises before, during, or after the scheduled activity.

All groups will be responsible for damages created during the time of their use of the facilities. The Superintendent, Business Manager or designee will make the determination of damages.

Tables and chairs are the only equipment included in the use of the building. No school equipment may be used without specific authorization of the Superintendent, Business Manager or designee. Utilization of authorized equipment may require a district employee to operate it or supervise the operation of and whose wages will be reimbursed to the district.

All sales of merchandise, printed matter, or other materials are forbidden on school premises in connection with any meeting except with the approval of the Superintendent, Business Manager or designee. Approvals must be obtained a minimum of two weeks prior to the event/meeting.

No signs or advertising of a Class B, C, D, or E activity are allowed on school grounds.

Gambling or other games of chance are prohibited in the Hawthorn Schools.

Smoking is prohibited on the grounds and all buildings within the Hawthorn School District.

Alcoholic beverages are not permitted on school property at any time.

No street shoes on gym floors; tennis shoes only.

All applications for building use must be signed by the Superintendent, Business Manager, Facilities Manager, or designee.

Hawthorn School District 73 Building Usage Agreement

No school official, employee, agent, Board of Education, or any member, employee, or agent thereof shall be held responsible for damages to property or other loss of materials brought into the buildings, nor shall any of them be held responsible for injuries to anyone which may occur on school property as a result of, or in any way connected with, the subject activity.

Organizations renting Hawthorn facilities shall agree to hold harmless and to indemnify the Board of Education, any board members thereof, or any employees of the Hawthorn Board of Education against any loss suffered, any and all liability from whatsoever cause, including but not limited to damages, costs, investigations, and attorney fees arising out of said organizations use of facilities herein described.

All groups and organizations that normally carry liability insurance **must provide the district with a certificate of insurance** a minimum of two weeks prior to their event/meeting(s). The certificate of insurance is a requirement and must be provided, no exceptions. Groups or organizations that do not normally carry liability insurance are required to purchase such insurance to cover the term of the activity.

Hawthorn School District #73 reserves the right to make any adjustments in the areas as scheduled if it becomes necessary. In case of a school conflict, that group/organization will be notified immediately and alternative arrangements will be attempted.

All rental programs are to be terminated by 10:00 p.m. in order to clean and prepare areas for student utilization for the next day. By signing the reservation request, I/We agree to restore the space to an orderly condition for the next user.

A minimum of seventy-two (72) hours notice must be given for cancellations or a \$31.50 per hour charge will be assessed. Working days are described as Monday through Friday. For events falling on Friday, Saturday, Sunday or Monday, the District Office must be notified no later than Noon, the Thursday preceding the event.

All organizations using Hawthorn School District 73 facilities shall provide access and accommodations to individuals with disabilities in their program services and activities held in Hawthorn School District 73 facilities in accordance with the Americans with Disabilities Act.

The applicant hereby agrees to use the described facilities in accordance with the rules and regulations established by the Hawthorn School District #73.

Dated this _____ day of _____, (School Year: _____ - _____)

By _____
Signature of Authorized Organization Representative

Print Name (and Title, if applicable)