



FACILITY USAGE GUIDELINES

- Each school controls scheduling of its own facility – except for the following:
 - Fields – fall/spring – Schedules coordinated by the Business Office
 - Gyms – fall/winter– Schedules coordinated by the Business Office
 - Outside group usage of Sycamore Stadium is scheduled by the Business Office who will coordinate usage with the Junior High, High School and Maintenance Department.
 - All in-school activities for students are determined by each building. In-school activities take precedence over outside group activities.
 - All requests from non-school groups, organizations and individuals should originate with the facility administrator.
 - All activities by non-school sponsored groups require completion of the Facility Usage Application.
 - The district reserves the right to request a roster of group participants using the facility.
 - Sycamore Community Schools reserves the right to request that an advance deposit be paid prior to facility usage.
 - All groups who wish to use a Sycamore Community School facility will fall into one of two groups:
 - **Group I**
Included but not limited to Group I are:
 - ❖ Groups with non-profit status with the IRS and with at least 51 percent of participants living in the Sycamore Community Schools district.
 - ❖ Political meeting(s) to discuss questions and issues important to the general public.
 - ❖ Other groups specifically approved by the superintendent, designee, or the Sycamore Board of Education.
- No direct charges for use will be made, except for possibly with the use of major venues (ex: Sycamore Stadium, theatres, athletic fields). Charges may also be incurred for special needs and requests which cause the district to incur additional expenses (ex: when an event is scheduled when building custodians are normally not on duty and the district must pay overtime).
- **Group II**
Any group which does not meet the IRS definition of a non-profit and any group (for-profit or non-profit) with less than 51 percent of participants living in the Sycamore Community Schools district will incur both Facility Fees and Personnel Fees, which will be charged according to the current fee schedule.

PROCEDURES

- The administrator of the facility that will be used will review each Facility Usage Application and approve or deny use of the facility and/or field.

- Once a group has received approval to use a Sycamore Community Schools facility, the group must provide the district with a copy of their certificate of liability insurance in an amount no less than \$1,000,000. The certificate of liability insurance must name “Sycamore Community Schools” as additionally insured. For repeat group usage (i.e.: Girl/Boy Scout meetings, basketball practices/games) one certificate per year is sufficient. Approved facility usage applications will be canceled if a certificate of insurance is not received within seven days.
- If applicable, the administrator of the facility that will be used will determine fees for usage as indicated prior to use of facilities.
- After fees are determined and the Facility Usage Application is signed by an administrator of the facility that will be used, copies are distributed by the administrator to Business Office, the contact person of the group requesting usage, and the building/facility custodial supervisor. The administrator should also keep a copy of the application on file.
- Following the event, an administrator of the facility that will be used should notify the Business Office if additional fees have been incurred. The Business Office will then invoice the group for any applicable fees. Fees must be paid within 30 days of billing.
- Persons or groups requesting use of district facilities may appeal fees by submitting a letter to the Superintendent or designee prior to use of the facility.
- The signature of an organization contact person on the Facility Usage Application serves to indicate the renting groups understanding of the above guidelines and of the fees to be assessed. The signature further indicates that the renting group and activity sponsor will abide by the established guidelines and fees. The user and/or activity sponsor may be responsible for damages to the facilities in excess of normal wear and tear.