



**To:** Dr. Mike Riggle  
Board of Education

**From:** Steve Rockrohr  
Kimberly Ptak

**Date:** Monday, July 24, 2017

**Re:** Approval of Facility Use Request - University of Nevada

**Recommendation**

It is recommended that the Board of Education approve the request for the use of GBS outdoor athletic facilities by the University of Nevada.

**Background**

The University of Nevada's football team is requesting to use the GBS turf field and one grass field on Friday, September 1, 2017 from approximately 10:45am - 1:00pm to conduct a walk through of offensive and defensive plays (no full contact) in preparation for their game against Northwestern University on Saturday, September 2, 2017. There will be approximately 75 players and 25 coaches in attendance. The business office is successfully working with the University to ensure the district insurance requirements are met.

Board Policy 5030, Community Use of School Facilities, states that the building principal can approve use-of-facility requests provided the following criteria are met:

- 1). The sponsor is a non-for-profit organization
- 2). The sponsor's headquarters lies within the district boundaries
- 3). 50% or more of the sponsorship's membership reside within the district's boundaries, and
- 4). The use shall be for charitable, civic, cultural, educational, governmental, political, recreational and/or religious purposes.

Since the University does not meet criteria 2 or 3, the superintendent shall have the authority to recommend that the Board of Education approve the request. In deciding to approve the request, the superintendent and Board of Education shall base the decision on the following criteria. "The activity being sponsored shall make a significant contribution to the charitable, civic, cultural, educational or recreational life of the community served by the Glenbrook High School District."

The University would fall under the Class II category of Board Policy 5030 since it is a "public elementary school, park district, boy & girl scout groups, fire & police department or other tax supported organization" and is not subject to any rental fees other than out-of-pocket charges. There are not any anticipated out-of-pocket charges associated with this rental. Board policy 5030 is attached.

**BOARD POLICY: COMMUNITY USE OF SCHOOL FACILITIES**

**5030**

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Section A - Introduction

The Board of Education of District #225 believes that the facilities of the Glenbrook High Schools have been constructed and are maintained primarily for the purpose of educating the students of the high school district. However, when not in use for that purpose, the Board of Education believes it is in the public interest to make some of the district's facilities available to non-school organizations for the conduct of activities which:

1. are consistent with state statutes,
2. are consistent with the purposes of the school,
3. do not interfere with the regular operation of the school, and
4. are of benefit to the district.

School programs and activities shall always have priority for use of school facilities over non-school organizations. However, when not in use by the school, designated areas of the school buildings and grounds may be temporarily rented as provided in this policy.

Section B - Approval Authority

1. The school principal or the principal's delegated representative shall have the authority to approve use-of-facilities requests provided the following criteria are satisfied:
  - 1) The sponsor is a not-for-profit organization pursuant to the State of Illinois law,
  - 2) The sponsor's headquarters lies within the district's boundaries,
  - 3) 50% or more of the sponsor's membership reside within the district's boundaries, and
  - 4) The use shall be for one of the following purposes:
    - a) Charitable
    - b) Civic
    - c) Cultural
    - d) Educational
    - e) Governmental
    - f) Political
    - g) Recreational, and
    - h) Religious

2. Superintendent's Authority - The superintendent shall have the authority to recommend that the Board of Education approve use-of-facilities requests which the principals do not have the authority to approve. The superintendent shall unilaterally approve or disapprove requests from institutions of higher education, which make a significant contribution to the cultural or educational life of the community. In all other situations the superintendent has the discretion to either (a) unilaterally disapprove the request, or (b) recommend that the Board approve the request. Board of Education approval is required for all requests other than principal-approved requests and higher education requests approved by the superintendent. In approving requests, the superintendent and the Board shall base their decision on the following criteria.

The activity being sponsored shall make a significant contribution to the charitable, civic, cultural, educational, or recreational life of the community served by the Glenbrook High School District.

3. Requests for use-of-facilities from institutions of higher education which make a significant contribution to the cultural or educational life of the community shall require only the approval of the superintendent.
4. Requests from profit-making organizations for corporate business purposes shall not be approved.
5. Substitute or surrogate sponsors shall not be approved as a sponsoring organization for another organization or activity.
6. Prior approval of the principal or the principal's designated representative shall be required before a school organization agrees to sponsor an activity which involves the use of the district facilities by a non-school organization.

Section C - Rental Rates

Rental rates, hourly rates for personnel services, and other charges shall be submitted by the assistant superintendent for business affairs no later than 60 days prior to the start of each fiscal year and approved by the Board annually. Rates for the use of facilities shall be determined based on the following classifications:

| Organizations  | Activity Purpose: |               |
|--|-------------------|---------------|
|  | Non-Fund-raising  | Fund-raising* |
|  | Fee Rate:         | Fee Rate:     |
| <p><b>CLASS I:</b></p> <p>Glenbrook affiliated organizations: approved student groups, parent associations, Dads Club, Booster Club, Glenbrook Caucus.</p>                   | A                 | B             |
| <p><b>CLASS II:</b></p> <p>Public elementary schools, park districts, boy &amp; girl scout groups, fire &amp; police departments, and other tax supported organizations.</p> | B                 | C             |
| <p><b>CLASS III:</b></p> <p>Any other organization authorized under this policy which is not an organization listed above in Class I &amp; II.</p>                           | C                 | D             |

\* Fund-raising is defined to be any activity for which a fee or contribution is required for admission.

Section D - Miscellaneous

1. The superintendent is directed to develop procedures for the use of school facilities consistent with this policy and to prepare a schedule of fees for approval by the Board of Education.
2. Use of facilities by non-school organizations shall be limited to a maximum of one week at any one time except during the summer months when longer periods may be considered.
3. Use of the two auditoriums during the summer months may be under separate contract with an alternate fee schedule approved by the Board of Education.
4. The Board of Education and the administration may at any time deny or refuse to grant any application or cancel without liability any contract whenever, in the reasonable judgment of the Board or its administration, the use presents or may present a clear and present danger to persons or property.
5. The Board of Education and the administration reserves the right to interrupt any use-of-facilities contract should an emergency arise. In such an event, the Board and the administration shall make every effort to provide an acceptable substitute date or space.
6. Assignment of calendar dates for the use of school facilities by non-school organizations shall not receive final approval prior to July 1st for the following school year. Exceptions to this policy may be made by the Board of Education.
7. The superintendent shall have the authority to reduce or to waive facility rental fees (excluding additional expenses which would not normally be incurred by the district) when in the superintendent's judgment the activity is in the best interest of the school district and the community. The superintendent shall inform the Board of Education of all reductions or waivers of facility rental fees.
8. The Board of Education shall be the final authority in any request for deviation in policy or questions relative to use of facilities.

Revised: March 3, 1975

Revised: December 15, 1980

Revised: July 23, 1984

Revised: January 25, 1988

Revised: January 8, 1990

Revised: August 23, 1993

Revised: February 28, 2000