Ridgewood High School District 234

7500 West Montrose Avenue ~ Norridge, IL 60706-1196

TO:	Facility Rental Groups
FROM:	Denise Kimberley, Buildings & Grounds Clerk/Facilities Coordinator
DATE:	July 1, 2026
RE:	Outside Group Facility Rental Packet 2026-2027

Greetings,

Enclosed in this packet are the policies, guidelines, procedures, rental fees and timelines for the use and rental of Ridgewood High School facilities for 2026-2027, effective July 1, 2026. Also included are four defined classifications for potential renters. These classifications determine the rental fees each organization will be charged for the use of District 234 facilities.

Groups with approved usage forms need to provide a Certificate of Liability Insurance to be on file at the school three (3) weeks prior to the event. All non-profit groups must provide 501c3 IRS documentation. A partial deposit of twenty-five percent (25%) is also required at that time. Invoices, as adjusted for actual costs, including adjustments for deposits for final invoices, are due within thirty (30) days of billing.

The following documents are included:

- **Guidelines**
- **Board Policy & Procedures 8:20 – Community Use of School Facilities/Rental of Facilities**
- **Rental Rates**
- **Application Request (Must be on file with Ridgewood High School in order to be an approved renter)**
- **Sample Certificate of Insurance (please review carefully)**

If you have any questions or concerns, do not hesitate to contact the following individuals:

Denise Kimberley, Buildings & Grounds Clerk/Facility Coordinator – dkimberley@ridgenet.org – 708-697-6380
Pat Rossi, Director of Buildings & Grounds – prossi@ridgenet.org – 708-697-5566

RENTAL OF FACILITIES

The Board of Education recognizes the investment which the community has made in the Ridgewood High School District 234 buildings, grounds, and facilities. The rental policy shall encourage utilization by community groups.

I. Guidelines

A. School building and grounds may be temporarily used – under such provisions and control as the Board of Education may see fit to impose – for educational, recreational, religious, social and civic activities, and for such other purposes as the Board deems proper. (School Code: Section 8.20-E)

B. The Board of Education believes that school facilities, grounds, and buildings should be generally available for use by citizens/groups/organizations of the community for permitted purposes, as long as such use does not substantially disrupt or interfere with school activities. "Permitted Purposes" include educational, recreational, religious, social and civic activities, and exclude commercial or political fundraising activities. The Superintendent (or his/her designee) may at any time deny or refuse to grant any application or cancel, without liability, any rental whenever; 1) The use is not for a permitted purpose in the reasonable judgment of the Superintendent; 2) presents or may present a clear and present danger to persons or property; or 3) may be in violation of or contrary to applicable federal, state or local law or ordinance, or to Board of Education policies.

C. Prior to any approved rental of any District facility, the renter will provide Commercial General Liability insurance, and any other applicable coverages as outlined below. The Commercial General Liability coverage shall name Ridgewood High School District #234, its board members, agents, employees, representatives and consultants as additional insured on a primary and non-contributory basis. The Umbrella/Excess Liability shall provide follow form coverage.

- Commercial General Liability Coverage
  - $1,000,000 Per Occurrence
  - $100,000 Damage to Rented Premises
  - $1,000,000 Personal & Advertising Injury
  - $2,000,000 General Aggregate
  - $2,000,000 Products/Completed Operations Aggregate
  - District should be named as an additional insured on a primary & non-contributory basis
  - General Liability coverage does not contain any exclusions for Sexual Misconduct
- Commercial Automobile Liability Coverage (Only Applicable if operations include using vehicles on district premises)
  - $1,000,000 Combined Single Limit
  - District should be named as an additional insured on a primary & non-contributory basis
- Umbrella or Excess Liability
  - $1,000,000 Per Occurrence
  - $1,000,000 General Aggregate
  - Coverage provided should be follow form
- Workers Compensation Coverage (Only Applicable if group has employees that will be on district premises – does not include volunteers)
  - Statutory limits
  - Employers Liability Limits of $500,000/$500,000/$500,000

- Above coverages shall be from a company authorized to do business in Illinois and with at least an "A VII" rating from A.M. Best Company
- If requested, organization must provide copies of applicable policy endorsements

Renters who are using any outside vendors (for example, bouncy houses, dunk tanks, DJ's, etc.) will provide Ridgewood High School District 234 a copy of the vendor's Certificate of Liability Insurance in compliance as outlined in Section I. C.

Liability

The Board of Education requires evidence of Liability insurance from all groups granted permission to use District buildings and grounds as outlined in section I. C. The Board of Education or its employees shall not be responsible for any property brought onto its premises by any person or organization.

D. Rental rates shall be approved by the Board of Education upon recommendation of the Superintendent (or his/her designee), and shall be based on the following categories.

Class I Non-profit renters representing taxing bodies within District 234 boundaries as well as feeder groups will be charged only for personnel expenditures incurred beyond the normal operation of the school.

A list of feeder groups will be maintained by the Athletic Director. Feeder groups will pay actual personnel costs for facility attendants, custodial services, and security personnel. Entities classified as feeder groups will be subject to a bi-annual review process to maintain their status as a feeder group. The criteria to define a feeder group will be:

1) The group must be a non-for-profit organization;
2) At least 75% of participants must reside in the District;
3) The activity must connect with the school's mission;
4) Fees charged by the group must be affordable or fee reductions or waivers must be offered to provide access regardless of financial ability to pay. Feeder groups shall provide to the School District in writing the participant fees and the criteria for fee reduction and waivers; and
5) Appropriate facilities must be available in the District to support the needs of the Feeder group.

Class II Non-profit renters located within the boundaries of District 234 wishing to conduct activities that are intended to contribute educationally, culturally, religiously, or socially to the community will be charged rates which approximate operating costs, as approved by the Board.

District 234 employees will be charged Class II rates for personal/ professional use events, i.e. weddings, graduate classes, showcases, etc. In addition, all employee rentals are subject to all provisions of this procedure.

Class III Non-profit renters located outside the boundaries of District 234 wishing to conduct activities that are intended to contribute educationally, religiously, culturally, or socially to the community AND profit which directly impact the educational process at Ridgewood High School, (e.g. ACT Testing) will be charged higher rates as approved by the Board.

Class IV All other organizations and/or individuals including for profit groups. Any organizations or persons located outside the District or who do not qualify for the first three classifications. All rentals are subject to all provisions of this policy. Prospective renters must submit requests no less than thirty (30) days prior to the event and must produce certificates of liability insurance with rental agreement.

The following areas are not available for use:

Library, Art, Industrial Ed Room
Business Ed & Computer Rooms
Band Room
Science Laboratories

E. The following rules will apply to all rentals.

1. All renters are required to enforce the non-tobacco, non-alcohol, non-drug regulations of the District.

2. The renter must provide adequate and responsible adult supervision throughout the time the facilities are in use.

3. The Organization renting the facility shall be wholly responsible for the conduct of persons present and for damage, loss, disappearance or breakage of school property during the rental period. The statement above also applies to surrounding residential and private businesses.

4. A school technician, facility attendant, custodian, safety officer and/or other School Resource Officers as may be required, shall be present and in authority over the school facilities and properties while they are in use. The cost of additional personnel will be the responsibility of the renter, regardless of rental class.

5. Renters will be required to pay an additional fee for snow removal on Sundays and non-student attendance holidays.

6. Food and drinks are not allowed in the auditorium.

7. Attaching or mounting items to the stage or physical structure is prohibited. Any tape markings are to be removed at the end of the performance.

8. Propping open of doors will not be permitted. Compromising the security of the building in any way may result in the loss of rental privileges.

9. All classifications of pyrotechnics are prohibited.

10. Bicycles, motorized vehicles, skateboards, rollerblades and other personal transportation items may damage or tear the playing surface and are prohibited.

11. Adhesive tape and line markings will damage the turf and are prohibited.

12. The name of the high school and District shall not be associated with any program or activity for which District properties are used without specific approval and in advance, in writing, from the Superintendent (or his/her designee).

13. Renters may make no discrimination as to those in attendance as it relates to race, nationality, ethnicity, religion, gender, sexual orientation, physical characteristics, or disability.

14. Rentals will not be made for commercial purposes.

15. No outside rental shall be allowed to use the facilities if the building is designated officially closed. Exceptions may be made by the Superintendent.

16. At the discretion of the Director of Buildings and Grounds, clean-up and set-up costs will be assessed as necessary.

17. In cases of cancellation after an event has been scheduled, the renter will be required to pay for any expenses relating to the event incurred by the District.

18. Although every effort will be made to honor rental agreements, occasions may arise in which schedules change and the needs of the District conflict with the rental. In such cases, the District will cancel the rental without liability for any expenses incurred by the renter.

19. When conflicting facility requests are submitted, priority will be given to groups providing services to youth within the community.

Liability

The Board of Education requires evidence of liability insurance from all groups granted permission to use District buildings and grounds. A certificate of insurance or evidence of insurance with inclusion of the Board as an additionally insured party is required prior to the use of the facilities. A minimum of $1,000,000.00 in General Liability coverage is required. The Board of Education or its employees shall not be responsible for any property brought onto its premises by any person or organization.

Conduct on School Property

No person on school property shall:

1. Injure or threaten to injure another person;
2. Damage property of another or that of the School District;
3. Violate any provision of the criminal law of the State of Illinois or town or county ordinance;
4. Smoke or otherwise use tobacco products while in or on any school property;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the School Board;
8. Violate District rules and regulations;
9. Sale and consumption of food and beverage is limited to the cafeteria;
10. For distribution or display of flyers and posters, permission must be granted from the administration and fall within the guidelines of Policy 8.25.

Security and Safety

No keys for school property shall be given to any person other than authorized school personnel.

In order to protect school property, a custodian must be in attendance at all times the building is in use except when a specific dispensation is given by the Superintendent (or his/her designee). The custodian shall open and close the facilities and be on hand for emergencies.

The Superintendent (or his/her designee) may require persons or organizations using the facilities for public functions to use uniformed security guards and/or school employee supervisors as appropriate for the safety of the public and security of District property. Salaries for such personnel will be paid by the person or organization using the facility.

II. Procedures

Requests for the use of school facilities are to be directed to the Director of Buildings and Grounds for initial review to insure they meet the policy guidelines.

Questionable requests will be referred to the Superintendent (or his/her designee). Outside Rental requests may be automatically denied if not received by the Director of Building and Grounds a minimum of thirty (30) days prior to the event. All set-up requirements need to be submitted with request (electrical needs, tables, chairs, etc.) Approval of all requests will be made by the Superintendent (or his/her designee).

Insurance certificates and billing for rentals and related fees will be handled by the Director of Buildings and Grounds Department.

Ridgewood High School District 234

7500 West Montrose Avenue ~ Norridge, IL 60706-1196

RECOVERY RATES (HOURLY RATES APPLY)
Effective July 1, 2026 - June 30, 2027

FACILITY	CLASS I	CLASS II	CLASS III	CLASS IV
AUDITORIUM*	$0.00	$109.58	$219.17	$365.27
STADIUM AND TRACK**	$0.00	$109.58	$219.17	$365.27
COMPETITION GYMNASIUM*	$0.00	$109.58	$219.17	$365.27
GYMNASIUM*	$0.00	$73.06	$109.58	$146.11
CAFETERIA WITH KITCHEN*/***	$0.00	$109.58	$146.11	$219.17
CAFETERIA WITHOUT KITCHEN*	$0.00	$73.06	$87.66	$109.58
CLASSROOMS PER ROOM	$0.00	$51.14	$73.06	$73.06
BASEBALL OR SOFTBALL FIELD PER GAME****	$0.00	$51.14	$73.06	$146.11

STAFF SERVICES	WEEKDAYS	SATURDAYS & OVERTIME	SUNDAYS & HOLIDAYS
CUSTODIAL SERVICES /4 HR MINIMUM	$38.68	$55.25	$73.67
AUDIO / VISUAL TECHNICIAN*****	$38.68	$57.72	$76.96
SCHOOL SUPERVISOR /4 HR MINIMUM	$38.68	$52.47	$69.96
POLICE OFFICER /4 HOUR MINIMUM	$89.25	$110.25	$141.75
STUDENT WORKER	$15.00	$22.26	$29.68
FOOD SERVICE EMPLOYEE	$28.50	$45.32	$60.42
SNOW REMOVAL WILL BE BILLED AS OVERTIME RATES – OVERTIME - $60.64 & DOUBLE TIME - $83.23			

* Add $241.50 per hour for air conditioning

** Add $169.05 per hour for stadium lights

*** A food service staff member must be present when the kitchen is used.

**** Rental fee includes initial field preparation, including dragging, lining and bases. The rental fee does not include drying agents. The district reserves the right to cancel any rental or restrict access to fields due to severe weather and poor playing or field conditions.

***** Additional cost for audio visual equipment

- Auditorium Class IV Commercial Event (8+ hours) - $1,533.58
- Gymnasium Class IV Commercial Event (8+ hours) - $1,095.81
- Stadium and Track or Competition Gymnasium Class IV Commercial Event (8+ hours) - $1,533.58

APPLICATION REQUEST FOR USE OF DISTRICT FACILITIES

RIDGEWOOD HIGH SCHOOL DISTRICT 234
7500 West Montrose Avenue, Norridge, IL 60706
708-697-6380 phone ~ 708-456-1652 fax

You must have a current Certificate of Insurance on file in the Business Office three (3) weeks prior to the event with $1,000,000.00 minimum in general liability. Please refer to the Rental of Facilities packet for further details.

Name of organization: _____ **Today's Date:** _____

Event Title: _____

Address: _____ **City/State/Zip:** _____

Contact Person: _____ **Email:** _____ (required)

Phone: _____ **Alternate Phone:** _____ **Fax:** _____

Date(s) Requesting: _____ ☐ **This is a recurring event every:** _____

Total Est. Attendance: _____ From Norridge: _____ From Harwood Heights: _____ Other: _____

Event Times:
Please indicate AM or PM

Is there an admission charge? ☐ Yes ☐ No
If Yes, admission charged: $ _____

	Date 1:	**Date 2:**	**Date 3:**
First Person In			
Event Begin			
Event End			
Last Person Out			

Area(s):

☐ Auditorium ☐ Cafeteria ☐ Field House ☐ Classroom: Room(s) _____
☐ Gymnasium ☐ Stadium ☐ Indoor Track ☐ Other: _____

Service(s) that will be required:

☐ Audio Visual ☐ Custodial ☐ Security
☐ Electric Piano ☐ Other: _____

Signature: _____ **Date:** _____

Contact Denise Kimberley if you have any questions or concerns at (708) 697-6380, fax: (708) 456-1652 or e-mail dkimberley@ridgenet.org

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For Office Use Only

Signature: _____ **Date:** _____
Superintendent or designee

Notification sent to:
Audio Visual Department (☐ Steve Schmidt), Business Manager (☐ Patricia Alvarez), Auditorium Sound/Lights, Drama (☐ James Smith), Maintenance (☐ Pat Rossi), Music (☐ Bernie Moore), Night Foreman (☐ Dan Valle), Security (☐ Denise Kimberley), Athletics (☐ Rob St. John), Scheduling (☐ Ken Caslin), Superintendent (☐ Jen Kelsall), Principal (☐ Eric Lasky)

Classification: ☐ Class I ☐ Class II ☐ Class III ☐ Class IV
Application Status: ☐ Approved ☐ Denied ☐ Revised ☐ Canceled
B & G Use: ☐ Scheduled ☐ Security ☐ A/V ☐ Supervisor ☐ Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 00/00/0000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
ABC Insurance Agency
123 Main Street
Anywhere, IL, USA

CONTACT NAME: Agent Name and Contact Information
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: CNA Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
DEF Construction Company
456 Main Street
Anywhere, IL, USA

COVERAGES **CERTIFICATE NUMBER:** 1141890619 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			00-00-00	00-00-0000	00-00-0000	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE	$ 3,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER							$
A	AUTOMOBILE LIABILITY			00-00-00	00-00-0000	00-00-0000	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB / OCCUR			00-00-00	00-00-0000	00-00-0000	EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED / RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			00-00-00	00-00-0000	00-00-0000	PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	PROFESSIONAL LIABILITY			00-00-00	00-00-0000	00-00-0000	1,000,000 EACH CLAIM	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SCHOOL DISTRICT 999 IS NAMED AS AN ADDITIONAL INSURED ON A PRIMARY/NON-CONTRIBUTORY BASIS AS THEIR INTERESTS MAY APPEAR EXCEPT FOR WORKERS' COMPENSATION NOTICE OF CANCELLATION/MATERIAL CHANGE, IF APPLICABLE SHOULD BE ATTACHED TO CERTIFICATE OF INSURANCE OR OTHERWISED EVIDENCED AS IN EFFECT UNDER THE POLICIES LISTED.

CERTIFICATE HOLDER

SCHOOL DISTRICT 999
789 MAIN STREET
ANYWHERE, ILLINOIS

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

YOUR INSURANCE AGENT SIGNATURE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Ridgewood High School District 234,
its Board Members, Employees, Agents, and Volunteers

A. **SECTION II – WHO IS AN INSURED** is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of your operations or premises owned by or rented to you.

B. The following exclusion is added to **SECTION I – COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions** and **SECTION I – COVERAGES, COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY, 2. Exclusions:**

The insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the sole negligence or willful misconduct of, or for defects in design furnished by, the additional insured or its "employees".

C. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 5. Other Insurance** is amended to include:

Any Insurance provided by this endorsement shall be primary to other insurance available to the additional insured except:

a. As otherwise provided in **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 5. Other insurance;** or

b. For any other valid and collectible insurance available to the additional insured as an additional insured by attachment of an endorsement to another insurance policy that is written on an excess basis, in such case, the coverage provided under this endorsement shall also be excess.

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