

# INDIAN PRAIRIE DISTRICT 204 PTA-PTSA BUILDING USE APPLICATION

## 2025-26 School Year

### Deadline to submit 2025-26 School Year PTA-PTSA Building Use Application:

- **Wednesday, July 9th, 2025** – PTA events (use PTA-PTSA Building Use Application, ensuring Principal's initials are on form (top right) to indicate approval from the school Principal).
- PTA Applications received after this deadline will compete with other Rental applications based on receipt-date of the rental applications.
- Please email requests to: **204-buildingrentals@ipsd.org**

All PTA activities outside of normal school hours or events that involve outside vendors are to be confirmed via the PTA - PTSA Building Use Request.

Indian Prairie School District 204 believes an important component of a public school system is the use of district facilities by our PTAs. Our first priority for using these facilities is for a safe, efficient delivery of academic and extra-curricular activities for our students. It is also important to ensure the security of our students, staff, guests while protecting the buildings and equipment provided by our citizens. Therefore, the following guidelines have been established.

PTA representatives should consult with the school Principal for an agreement of their planned events for the coming school term. Once finalized, a Building Use Request Form shall be completed, **initialed by the Principal**, and submitted to District Building Operations for processing and confirmation.

Please note, that for an event to be covered under PTA insurance it MUST meet the following requirements of a PTA Sponsored Event:

1. The event must be voted on by the PTA.
2. The event must be approved by the PTA.
3. The event must be scheduled by the PTA.
4. The event must be planned by the PTA.
5. The majority of the manpower must be provided by PTA members

After the above requirements are met the PTA is to complete the District's PTA-PTSA Building Use Request Form and submit it to the District's Building Operations Department.

**\*\*The building Principal needs to initial the top of the PTA-PTSA Building Use Request Form. \*\***

Should a PTA want to invite a vendor to host an after-school enrichment program that does not meet the above PTA requirements, the invited vendor must complete the District's Building Rental Application as an Event Category - B Group (being subject to appropriate facility and personnel fees) along with the option of paying the for-profit marketing fee of \$200 to receive 4 weeks of advertising through the school listserv.

## PREPARING and CHANGING YOUR BUILDING USE APPLICATION

Please follow these instructions when submitting a request.

- Each event requires a separate Building Rental Use Request (Example: PTA Science Fair, 5-9PM; October 10<sup>th</sup>, 2025)
- 1. Except for Repeating Events (Example: PTA meetings, held at the same time, for dates listed in the Date Column)
  - RESERVED START TIME is the time you need access to the building.
  - EVENT TIME defines Event Start and End Time. (The EVENT TIME is what appears on the online school calendar.)
  - Once a Reservation number has been established, please email 204-buildingrentals@ipsd.org to request changes, cancellations, or to add dates/rooms to that reservation.
  - Always INCLUDE your RESERVATION number and allow 7 working days to process the request.
  - **Insurance:** A compliant PTA insurance COI must be renewed and provided to the district before October 1<sup>st</sup> each year.
    1. Each PTA must provide a certificate of insurance with the following requirements:
      - a. Identifying Indian Prairie School District 204 (780 Shoreline Drive, Aurora, IL 60504) as the Certificate Holder
      - b. Limits of Insurance of “Each Occurrence” of \$1,000,000 and a “General Aggregate” of \$2,000,000.
      - c. COI must include the following language: “Indian Prairie School District #204, the Board of Education and employees are added as additional insureds on the General Liability only relating to the use of school premises. This coverage shall be provided on a primary non-contributory basis without regard for other insurance the Indian Prairie School District may carry.”
- **Vendors and Insurance:**
  - Vendors are only covered under PTA insurance if they volunteer their time or resources.
  - Attendees are covered if they become injured by the vendor’s services during a covered PTA event.
  - If a vendor is paid for their service by the PTA, the vendor is not covered under PTA insurance. Vendors must have their own insurance and make sure their business/employees are properly covered.
  - Compliant COIs from vendors will only be required for high-risk activities (AIM Yellow and Red events).
  - High-risk events (e.g., **inflatables**) as determined by Indian Prairie School District, will require an increase from \$1 million general liability limit to \$2 million for each occurrence and from \$2 million to \$4 million general aggregate.
  - Inflatables must also provide a copy of the state inspection report and a picture of the inspection sticker indicating the actual rented inflatable can be used for public events.
  - **Food vendors/trucks/carts** must supply equipment with a current inspection report/sticker for public events from the county in which the food is being served.
- Refer to “AIM’s Playlist of Events” (Current PTA Insurance provider) on the following page:
  - **Green** – Covered event.
  - **Yellow** – Potentially covered under your policy, this is a high-risk event (requires additional coverage and/or documentation).
  - **Red** – STOP! This could be excluded from your policy.
  - Please refer to the AIM Playlist of Events on the next page.

# AIM Playlist of Events

**STOP:** This activity is potentially excluded from your policy. Contact AIM for more details

**PAUSE:** Use Caution. Even though this event is potentially covered under your policy, this is a high risk event and you need to take extra precaution when hosting.

## PLAY: Covered Event

- |                                           |                                                              |                                                                                                       |
|-------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| ▶ After School Programs                   | ▶ Cow Bingo                                                  | ▶ Open Houses                                                                                         |
| ▣ Aircraft                                | ▢ Crossing Guards                                            | ▣ Parasailing                                                                                         |
| ▢ All Night Lock-Ins                      | ▣ Drones                                                     | ▶ Parent Education                                                                                    |
| ▢ Animal Rides                            | ▢ Dunk Tanks                                                 | ▶ Pee Wee Golf                                                                                        |
| ▶ Apple Bobbing                           | ▶ Enrichment Programs                                        | ▶ Performing Arts                                                                                     |
| ▣ Archery                                 | ▶ Face Painting                                              | ▶ Petting Zoos                                                                                        |
| ▶ Arts & Crafts Activities                | ▶ Family Portraits                                           | ▶ Picnics                                                                                             |
| ▣ Asbestos Exposure                       | ▶ Fashion Shows                                              | ▶ Pizza Night                                                                                         |
| ▣ Athletic Leagues, Clinic, Camps         | ▣ Fireworks                                                  | ▶ Ring Toss                                                                                           |
| ▣ ATVS                                    | ▶ Fishing (from land)                                        | ▢ Rock Climbing Walls                                                                                 |
| ▶ Auctions                                | ▶ Food Sales                                                 | ▣ Rocketry                                                                                            |
| ▢ Babysitting at Meetings                 | ▶ Fun Runs                                                   | ▶ Science Fairs                                                                                       |
| ▶ Bake or Food Sales                      | ▶ Gift Wrapping                                              | ▣ Scuba Diving                                                                                        |
| ▶ Balloon Artists                         | ▶ Golf Tournaments                                           | ▢ Skating Rink (Roller & Ice)                                                                         |
| ▶ Baseball Toss                           | ▢ Grad Nights                                                | ▣ Snow Skiing/Snow Boarding                                                                           |
| ▶ Beautification Projects                 | ▶ Haunted Houses                                             | ▶ Sumo Wrestling                                                                                      |
| ▶ Bike Rodeos                             | ▢ Hayrides (Horse Drawn)                                     | ▢ Swim Parties                                                                                        |
| ▶ Book Fairs                              | ▶ Hobby Shows                                                | ▶ Talent Shows                                                                                        |
| ▢ Bounce Houses                           | ▣ Hot Air Balloons                                           | ▣ Trailers (Detached or Non-Owned)                                                                    |
| ▶ Bowling                                 | ▶ Ice Cream Socials                                          | ▣ Transportation                                                                                      |
| ▢ Broom Hockey                            | ▢ Inflatable Slides                                          | ▣ Weapons - Sale or use including but not limited to guns, knives, swords, bows, axes and sling shots |
| ▣ Bungee Jumping                          | ▶ Line Dancing                                               | ▣ Workers Compensation                                                                                |
| ▶ Cake Walks                              | ▶ Litter Cleanup                                             | ▶ Workshops                                                                                           |
| ▶ Candy/Wrapping Paper Sales              | ▶ Magic Shows                                                | ▣ Zip Lining                                                                                          |
| ▢ Carnivals                               | ▣ Mechanical/Motorized Rides                                 |                                                                                                       |
| ▣ Chartered Organizations (Scouting etc.) | ▶ Moon Walks                                                 |                                                                                                       |
| ▶ Concession Stands                       | ▣ Motorized boats, jet skis, motorized aqua cycles, airboats |                                                                                                       |
| ▶ Costume Parties                         | ▢ One Day Athletic Events                                    |                                                                                                       |

*Note: If you do not see an event you are having on this list, please call AIM to verify coverage. This list is not all inclusive and all events are subject to the limits and exclusions in the policy. Please contact us with any questions regarding your event.*

## RULES AND RESTRICTIONS

1. Alcohol, smoking, vaping, e-cigarettes, marijuana, and tobacco (including smokeless tobacco) are prohibited on all school district property, both indoors and outdoors.
2. Concealed firearms may not be carried into any building, real property, and/or parking areas under the control of Indian Prairie School District #204.
3. If an incident occurs, during your event, that requires police, fire or EMS response you are to immediately notify Indian Prairie School District both by email: [204-buildingrentals@ipsd.org](mailto:204-buildingrentals@ipsd.org) and by calling 630-375-3070. Please be advised that Indian Prairie School District will support and cooperate with local police, fire, and EMS personnel. If after investigation, Indian Prairie School District, determines the incident to be of a serious nature it may choose to pursue criminal prosecution as well as denying future access to either the entire group, individual participants, and/or individual spectators.
4. Open flames are prohibited on School District 204 property (examples: candles, Sterno, incense, grilling, etc.)
5. Use of district/school's technology, network, electronics, and athletic equipment are not provided to rentals.
6. Only water in a water-bottle is allowed in the gym. Food, beverages, craft glue, paint, all liquids are not allowed in gymnasiums. Renter is responsible to monitor participants and spectators and enforce this policy. Additional costs to clean up food or liquids will be billed to renter.
7. Black-soled shoes may not be worn on any gym floors. Cost to remove scuff marks will be billed to renter.
8. Petting Zoos, Animal Rides and/or Fireworks are not permitted on school district property at any time.
9. Except for 'Conditioning' practices, traditional outdoor sports (baseball, softball, Lacrosse, etc.) are not allowed in our indoor facilities. Specifically, the use or presence of any related ball, bat or stick is not allowed. Violation may result in immediate termination and future requests may be denied.
10. Should a supervision problem occur, a building administrator or his/her designee will contact the renter to discuss the problem and its resolution. Repetition may lead to contact from Building Operations personnel, which may result in termination of the contract.
11. Payment for damage to school district property caused by the renter will be the responsibility of the renter on the Application form. Charges may include payment for both materials and labor necessary for repair or replacement costs. Use of facilities may be terminated if restitution is not made within a reasonable amount of time.
12. The Board of Education or its agent(s) reserves the right to withdraw permission to use a building or site facility when it is felt to be in the best interest of the district.
13. Parking is prohibited in all fire lanes and the circle drives in front of the schools. Please use parking lots before parking in the street.
14. All set-up/take-down and movement of school equipment must be done by district custodians.
15. During a weather related or other emergency school closing, rental events might be canceled. Renters are to monitor [www.ipsd.org](http://www.ipsd.org) for announcement of canceled after-school events and/or Building Rental events.





## Signature Section (Including Waiver, Release, and Hold Harmless)

The undersigned acknowledges and agrees as follows:

1. For purposes of this Signature Section (including the waiver/release/hold harmless provisions):
  - a. "The School District" means Indian Prairie Community Unit School District No. 204
  - b. "Facilities" means buildings, grounds, and any other property of the School District
  - c. "The Activity" means the Organization's use of the School District's Facilities
  - d. "The Organization's Participants" includes the Organization's members, guests, employees, and contractors.
  - e. I am authorized to sign this Application on behalf of the Organization identified above, and my signature is binding on the Organization.
2. I have read and agree to abide by the requirements set forth in this Application and the School District's PTA Building Use Guidelines.
3. I understand that the Organization must comply (and must ensure that the Organization's Participants comply) with all applicable statutes, rules, regulations, Executive Orders, public health requirements, School Board policies, and School District procedures relating to the Activity Guidelines.
4. I understand that the School District reserves the right to add or change requirements relating to the use of its Facilities at any time. I acknowledge that requirements may change for reasons that include (but are not limited to) restrictions relating to pandemic conditions.
5. I understand that the School District reserves the right to cancel any building rental if warranted, as determined by the School District in its sole discretion. I understand that cancellation may be warranted for public safety reasons or other reasons determined by the School District.
6. My signature on this Application and issuance of a Confirmation for my rental constitutes a written agreement which requires Indian Prairie School District #204, the Board of Education, and its employees to be added as Additional Insureds relating to the use of school facilities, for coverage on a primary, non-contributory basis without regard to other insurance that the School District may carry.
7. I acknowledge that there is a risk of injury to the Organization's Participants from participation in the Activity, and while particular rules and precautions may reduce this risk, the chance of serious injury does exist.
8. Participants from participation in the Activity, and while particular rules and precautions may reduce this risk, the chance of serious injury does exist.
9. I understand that the Organization's Participants are expected to act appropriately and to comply with all terms and conditions for participation in the Activity, including (but not limited to) all safety rules. I acknowledge that the Organization assumes full legal responsibility for the conduct of the Organization's Participants while participating in the Activity.
10. I acknowledge that the Organization and the Organization's Participants assume all risk of injury or illness from participation in the Activity. The Organization hereby waives and releases all claims of any kind whatsoever against Indian Prairie Community Unit School District #204 and its Board of Education, Board members, employees, volunteers, and agents, for any such injury or illness.
11. In addition, the Organization hereby waives and releases any and all claims that may arise from or in connection with the Activity, and that otherwise could be asserted against Indian Prairie Community Unit School District #204 or its Board of Education, Board members, employees, volunteers and/or agents.
12. The Organization agrees to indemnify and hold harmless Indian Prairie Community Unit School District #204 and its Board of Education, Board members, employees, volunteers and agents, against and from any and all liability, damages, claims, demands, costs and expenses (including attorneys' fees) that may arise from or in connection with the Activity.
13. The Organization DOES NOT have sublet rights.
14. The Organization is responsible for damages to school property related to their use of the Facilities and for payment of all invoices related to their Activity.
15. I have read this Application and Signature Section (including the waiver/release/hold harmless provisions), and on behalf of the Organization I acknowledge that I understand and voluntarily accept these terms.

<b>Signature of PTA/PTSA Representative:</b>	<b>Date:</b>
<b>Print Name:</b>	<b>Title:</b>