

INDIAN PRAIRIE DISTRICT 204 BUILDING RENTAL PROGRAM

July 1st, 2025 - June 30th, 2026

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

A new application must be submitted each new school year, generating a new reservation number.

- Please request only what you need to support your program.
- Rental groups from the previous year will be given priority for the same facilities, days, and times they rented during the previous school year.
- If you need more dates than you were approved for last year, a separate application for your additional needs must be submitted.
- **Please review NO RENT dates on our Building Rentals page** on our website: ipsd.org, as well as the school's calendar. Please do not include them on your application.
- Canceling large portions of your requested dates after the fact will affect your priority status in the following year.
- Ensure all pages are completed accurately, as incomplete applications may be declined. Submit only the building application to: 204-buildingrentals@ipsd.org
- Building availability will not be provided over the phone or via email. You must complete and submit a building rental packet with all your rental requirements before we will check availability.
- Please note that due to the high volume of applications during peak times, processing times will be longer than usual. We kindly ask that you refrain from calling or emailing about the status, as it can slow down the process.

BUILDING AVAILABILITY AND CONDITIONS

Elementary School space is available for rental:

- Monday – Friday 6:30 PM - 9:30 PM
- Saturday-Sunday 8:00 AM - 9:30 PM

Note: Brookdale, Cowlshaw, and Patterson gyms are **NOT** available for rent.

Middle School space is available for rental:

- Monday-Friday 7:30 PM – 9:30 PM
- Saturday-Sunday 8:00 AM – 9:30 PM

High School space is rarely available due to our clubs, athletics, practices, games, and school organizations. If available, high school space may be rented: (Waubonsie Auditorium is under construction and is NOT available for the 2025-26 school year)

- Monday-Friday 7:30 PM – 9:30PM
- Saturday-Sunday 8:00 AM – 9:30 PM
- Elementary and Middle School Building rentals are not available on No Rent Days, School Holidays, or August 1 – 31.
- High School rentals may be available during school holidays, depending on personnel availability, but will incur additional custodial fees up to \$70/hour. High School Building rentals are not available August 1 – 31.
- Existing gym events can be found on the district website.
- Facilities cannot be rented for individual or family purposes, even with a business name or COI.
- Custodial fees will be assessed on all non-school and other days as determined by the school or district.

Submission Deadlines for Rental Packets to the D204 Building Rental Department (by 3:30 PM):

- **Wednesday, July 9th, 2025** – PTA events (use PTA-Application form, ensuring principal's initials are on form (top right) to indicate approval from the school principal).
- **Wednesday, July 23rd, 2025** – Returning renters requesting the same facilities, days, and times as the previous school year.
- **Friday, August 8th, 2025** – New renters or existing renters who need additional facilities, days, or times than what their group was approved for during the previous school year.

Applications received from rental groups with an outstanding balance will not be processed until their account is paid in full. You may be required to pay any approved bookings/reservations in advance.

PREPARING AND CHANGING YOUR RENTAL APPLICATION

Please follow these instructions when submitting an application.

One building rental form is to be used for the following:

- **One event** held on one day/time in one building: (Pine Tree Homeowners Meeting; 8:00pm; Hill Middle School; October 10, 2025)
- **One repeating event** at the same repeating time in one building: (Suburban Youth Basketball at May Watts School: every Monday and Wednesday from October 1-December 18, from 6:30-8:00pm in the gym. (List each booking date on page 11 after reviewing and excluding NO RENT days.) To view this year's NO RENT days, visit the Building Rental website: <https://www.ipspd.org> under Building Operations
- **Staggering start times are not permitted.** Practices/events must start at the same time each repeating day/week.
- **ALL** pages must be filled out **completely, signed** and returned with the application along with your Certificate of Insurance ("COI"). A compliant Certificate of Insurance (COI) must be on file for each rental date. **See sample COI for requirements.** The renter is responsible for providing a renewal certificate at least 15 days before the expiration date of the COI to the district. Failure to do so may result in cancellation and billing for all dates not covered by a compliant COI. Any vendors you hire must adhere to the same insurance requirements and provide a compliant COI. Vendors without proper documentation will not be allowed on district property. Food vendors and inflatables have additional requirements such as proof of permits/certification/inspection.
- **Changes or cancellation** of a specific date or part thereof must take place no less than seven days prior to the event date. Written notice should be submitted to: 204-buildingrentals@ipspd.org. If less than 7 days written notice is received, the Renter will be responsible for the entire cost of all booked rooms, and for any personnel scheduled to support the Confirmed event (for a minimum of 2 hours).
- School District 204 events (Category A1, A2, A3) have priority over categories B, C, D. The district reserves the right to reject, cancel, or reschedule any building rental in the best interest of the school district.
- A custodian will meet you at the door at the **Reserved Start Time** indicated on your reservation for your event. Doors may not be left unlocked and cannot be propped open for security reasons.
- Estimated custodial time may be added before and after your access times. This is an estimate for building opening and clean-up requirements. **It is an estimate only.** Your final cost will be determined upon our receipt of custodial timesheets and will be reflected on your Invoice.
- Indian Prairie School District will NOT distribute paper copies of a rental group's registration or program materials.
 - **Not-for-profit** rental groups should refer to the district's online "e-Folder" at www.ipspd.org for electronic distribution rules and procedures.
 - **For-profit** rental companies have the option of paying a marketing fee to post a flyer on a school's website. See the Building Rental section of the district's website at <https://www.ipspd.org/domain/92> for electronic rules and procedures.

GENERAL RENTAL NOTES

- Rental time less than 30 minutes will be rounded up to the nearest ½ hour.
- Only district custodians may set up, take down, or move any school equipment such as chairs, tables, video carts, etc.
- Custodial charges will be the renter’s responsibility in Categories A2, A3, B, C, and D.
- Final billing may include setup and/or takedown time not included in the original estimate if it is documented on the actual timesheet of the custodian(s) working during the rental.

Pool Rental:	Lifeguard Certificates must be submitted with the Rental Application.
Food Concessions:	A permit from the County Health Department is required for any food prepared for distribution before, during, or after the event, except for pre-packaged items (such as pizza, sandwiches, etc.). The renter must obtain the permit at least 15 days prior to the event. Be sure to review your county's requirements.

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 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 ether 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.ipso.org for announcement of canceled after-school events and/or Building Rental events.