

FACILITY RENTAL INFORMATION 2024-25

The New Trier Township High School Board of Education believes that the School District's facilities have been constructed for and are maintained primarily for the purpose of educating the students of New Trier.

When not in use for the purpose of education, 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 are consistent with state statutes and the purposes of the District, that do not interfere with the regular operation of the District and are of benefit to the District. School programs and activities will always have priority for use of District facilities over non-school organizations.

Any group, organization or individual interested in the rental of New Trier Township High School facilities is asked to read the following Conditions of Use prior to applying. Facility use applications are accessible via this link (<https://www.newtrier.k12.il.us/Page/1955>) or on the New Trier web site in the Finance & Operation tab. For questions, contact Patt Schneider at 847-784-3409 or at schneidp@nths.net.

CONDITIONS OF USE

1. An Application for the Rental of Facilities must be submitted through the online form on the New Trier website. **Verbal applications or verbal agreements with District staff will not be accepted.**
 - a. Submission of an application does not indicate consent to use the facilities.
 - b. The application must be completed by an Authorized Representative of the non-District organization who is personally responsible for oversight of proposed event.
 - c. The Board of Education, through New Trier Administration, shall determine suitability of proposed activity, availability of space, and group classification by outside groups and reserves the right to grant or reject any application submitted for use of the school District facilities.
2. Applications must include the legal name of the organization, official address of the organization, contact phone number and email address for the requestor. A complete explanation and description of the activity shall be provided on the application.
3. The Board of Education and New Trier Administration reserve the right to interrupt or cancel any contract for space should the facility be needed for educational use. In such an event, every effort will be made to provide temporary substitute space.
4. New Trier reserves the right to determine the need for parking lot attendants, local police supervision, security staff and custodial services, and will assess fees as necessary.
 - a. All rentals must contact Northfield or Winnetka police departments to inform them of their event after approval from the District.
 - b. The District may, at any time, deny or refuse to grant any application or cancel, without liability, any Use/Rental Contract whenever the use, in the property or judgment of the Board, that presents or may present a clear and present danger to persons or property, or may be in violation of or contrary to applicable federal, state, or local law or ordinance.
 - c. Custodial services are scheduled for all events with a minimum of two (2) hours.
5. New Trier Administration will review the Application, and if the District can accommodate the request, will issue a Contract for Use & Rental of Facilities, including an estimation of fees. **The contract must be signed and returned to the Assistant Superintendent's office within ten (10) business days. The contract is not binding or in force until New Trier Administration has signed the contract. Organizations will not be allowed use of New Trier facilities until a signed contract and Certificate of Insurance have been received**

by District Administration. A fully executed contract will be returned to the organization's Authorized Representative.

6. The Organization shall provide a Certificate of Insurance to the District, naming New Trier Township High School District 203 as the additional named insured in a general liability policy with an insurance company acceptable to the District.
 - a. **The Certificate of Insurance must be furnished prior within 10 business days of contract approval.**
 - b. **Rental contracts are not considered complete until a Certificate of Insurance has been provided.**
 - c. **Failure to provide a Certificate of Insurance within the time frame will result in the cancellation of the contract.**
 - d. The insurance policy must include:
 - i. Commercial General Liability in the amount of \$1,000,000.
 - ii. minimum bodily injury liability limit of \$1,000,000 for each occurrence.
 - iii. property damage liability of \$1,000,000 for each occurrence.
 - e. The policy must be an "Occurrence Made" insurance policy.
 - f. The insurance carrier must have a Best's rating of A-6 or better.
 - g. The Certificate of Insurance is to be submitted along with the signed contract prior to the Organization's event. A Certificate of Insurance in the, naming New Trier Township High School District 203 as an additional insured.
7. New Trier Security Staff will be assigned to all events. The role of NT security is to maintain security of the District's buildings and grounds and to ensure all attendees comply with school and State rules. All rentals must contact Northfield or Winnetka police departments to inform them of their event.
8. A site visit may be scheduled with District personnel for large events.
9. No outside rentals shall be approved until the school events calendar for that year has been established.
10. All rentals must abide by all state and local guidelines regarding COVID-19.
11. Buildings and grounds are not available for rentals on Sundays. Applications may be considered for youth sport programs for Duke Childs and Fox Meadows for Sunday rentals and black out dates. Eff 7/1/24.
12. Blackout dates are in effect for all New Trier facilities for the following dates. Exceptions may be made for youth sport programs wishing to rent Duke Childs or Fox Meadows.

July 4, 2024	December 17-January 6, 2025
August 12-24, 2024	January 20, 2025
August 30-September 2, 2024	February 14-17, 2025
October 3-6, 2024	March 22-30, 2025
November 4-5, 2024	April 18-20, 2025
November 25-30, 2024	May 24-June 8, 2025

13. A \$25.00 processing fee is required. This will be invoiced after the event.

14. **Rental Rate Classification** – New Trier Administration will determine a requesting group’s placement in one of the three fee groups. Non-profit organizations must provide a copy of their organization’s IRS letter of 501 C(3) determination with their application.

Group A	Local government bodies within District 203	
	Non-profit community groups within District 203	
	Feeder programs in District 203 as designated by the Athletic Director or Performing Art Coordinators.	
	• New Trier Feeder Basketball-Boy’s & Girl’s	• AYSO Soccer
	• New Trier Feeder Baseball	• Jr Trevian Football
	• Wilmette Baseball	• Trevian Girls Softball
• Kenilworth-Winnetka Baseball Association	• New Trier Aquatics	
• Jr Trevian Lacrosse		
Group B	Youth athletic clubs & teams	
Group C	Non-Profit groups located outside District 203	
	Non-profit groups without a 501 (c)(3) designation	
	For-Profit business promoting their business or product	

15. 50% of the estimated fees are due no later than 10 business days after contract approval.
- If the deposit is not received within this time frame, the Organization forfeits their right to the rental and the event will be cancelled. Any adjustments for additional time or cancellations will be calculated at the end of the event and a final bill or refund will be sent at that time.
 - No refunds will be made for cancellation unless cancellation is made to the Assistant Superintendent in writing by the organization’s authorized representative at least 48 hours in advance of the rental date.
 - For the cancellation of athletic events due to weather or changes in the team’s schedule, please see items #2 and #3 under the Conditions of Use for Athletic Areas.
16. 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.
17. Commercial photography or filming is not allowed on any New Trier property.
18. Outside rental events are not advertised on the New Trier website or on any social media platforms.
19. New Trier Township High School may be listed only as the event site, not as a sponsor of any event. Any advertising shall clearly indicate the sponsoring organization and their contact information. Advertisements of the event are to be submitted to District Administration for approval.
20. Smoking, vaping, the use of any tobacco products or electronic cigarettes, alcoholic beverages and gambling is prohibited in all New Trier indoor and outdoor facilities (**105 ILCS 5/10-20.5b**). Weapons of any type, illegal drugs, drug paraphernalia is strictly prohibited in any New Trier facility.
21. Dogs and other pets are not allowed on any District 203 property or playing surfaces (indoors or outdoors). Service animals aiding individuals are allowed.

22. Food may be brought in for events. No food preparation is allowed on site. Kitchens and kitchen areas are unavailable for use for outside rentals.
23. Any electrical equipment supplied by the renter must be inspected and approved by New Trier PPS prior to use. DJ services, photographers, inflatable rental vendors must meet with the District electrician to determine power needs. The District electrician will be in attendance during events that require these services.
24. Any vendor hired by the renter to attend their event will be required to submit a Certificate of Insurance naming New Trier as additional insured.
 - a. The insurance policy must include:
 - i. Commercial General Liability in the amount of \$1,000,000.
 - ii. minimum bodily injury liability limit of \$1,000,000 for each occurrence.
 - iii. property damage liability of \$1,000,000 for each occurrence.
25. Renters are to provide their own tables/chairs for large events. Tables and chairs are available in limited quantity. Linens are not provided by New Trier.
26. New Trier is committed to upholding Green Guidelines and ecological/sustainable practices whenever possible. We encourage all groups renting any New Trier facility to consider implementing the following practices:
 - a. Purchase materials that can be consumed, reused, or recycled.
 - b. Avoid using #6 plastic cups, as they are not recyclable. Consider purchasing #1-#5 and #7 plastics that are recyclable or paper products which are compostable and biodegradable.
 - c. Avoid using Styrofoam cups which are not recyclable.
 - d. Limit or avoid single-use plastic items, such as tablecloths, glasses and plates. Consider substituting pitchers & individual glasses or using cloth tablecloths.
 - e. Utilize recycling bins provided by New Trier for high-grade paper and cardboard, empty plastic, aluminum cans, bottles and/or containers, removing any liquid or food residue.
 - f. Suggest attendees to your event carpool.
 - g. New Trier has adopted a no-idle policy for team buses and cars to cut down on exhaust.

CONDITIONS OF USE FOR AUDITORIUMS AND THEATRES

The availability of the performing arts venues at New Trier depends on the schedule of performances and rehearsals of theatre, dance, choir, band, orchestra, and other school needs. The performing arts venues are not available during the weekday but applications for Friday through Sunday rentals may be submitted, depending on availability of the space. Applications for auditorium rental will be reviewed after school use has been scheduled in early September. Auditoriums are not available for rental between June and August.

1. An Auditorium Technician will be assigned to any event in the theatres or auditoriums. Stage lighting and sound equipment requires special handling. District personnel are required to operate this special equipment for all rentals, regardless of renter's previous experience with same or similar equipment. All associated staff costs and operations will be billed to the renter.
2. A mandatory site visit will be scheduled to tour the Auditorium prior to the use of auditoriums to determine the scope of the performance, lighting & sound expectations, and staffing needs. This is an important part of the process to ensure the best possible outcome for the event.
3. Auditorium personnel staffing begins one (1) hour prior to the start of any event to perform equipment safety checks. Auditorium personnel may work up to one (1) hour past the end of any event to properly shut down equipment and secure the theatre/auditorium.
4. The pianos are not to be moved or used by rental groups. Any movement or relocation of the piano must be discussed and pre-approved by the Auditoria Manager. Any use of District pianos will include the cost of tuning prior to the event.
5. Food and drink are not allowed in theatres or auditoriums under any circumstances.
6. No open flame is allowed.
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. There is no air conditioning available in the Cornog auditorium.
9. The stage apron in the Cornog theater is left in place for all events. The tear-down and reinstallation of the apron for use of the orchestra pit requires 10 staff hours .

CONDITIONS OF USE FOR ATHLETIC AREAS

The availability of gyms and playing fields at New Trier depends on the schedule of the New Trier Athletic Program and other school needs.

- Athletic areas are not available during the school day. The grass fields at Fox Meadows and Duke Childs may be available after NT athletic sports are scheduled.
 - Turf fields are available on Sundays only.
 - All applications for rental will be reviewed after school use has been scheduled.
1. **Weather related cancellations - No refunds will be made for cancellation of field use due to weather unless the Athletic Office is notified no later than the next business day. Messages may be left at 847-784-7517 or email douairej@nthsh.net.**
 2. Any changes in a team's practice/game schedule or field use must be submitted in writing to the Athletic Office (douairej@nthsh.net) for **approval in advance of the date change**. Fields may be taken out of use for reasons not immediately visible and at the discretion of New Trier Athletics.
 3. A request to use the stadium press box must be made at the time of application. The playing of music over outdoor speakers is prohibited.
 4. Organizations must furnish their own equipment such as basketballs, volleyballs, all protection gear, and other light equipment.
 5. The concession stand is not available for use by outside groups. Outside groups may sell pre-packaged items only.
 6. Organizations renting swimming pools will staff lifeguards as per Illinois Department of Public Health guidelines.
 7. The Athletic Department will assign athletic supervisors to supervise rental events starting one half-hour prior to the start of the event and one-half hour at the end of the event, as needed.
 8. Dogs and other pets are not allowed on any District 203 property or playing surfaces (indoors or outdoors). Service animals aiding individuals are allowed.
 9. Bicycles, motorized vehicles, skateboards, rollerblades, and other personal transportation items may damage or tear the playing surface and are prohibited.

SYNTHETIC TURF FIELD RESTRICTIONS

1. Food of any type is not permitted on the turf fields. Water bottles and sports drinks may be used on the turf fields.
2. Fields and spectator areas are to be clear of all litter at the close of the event. Failure to clear trash will result in additional custodial hours.
3. Goal placement needs are to be noted on the rental use applications. Goals are to be moved only by adults. Children and students are not to move goals.
4. Safety regulations require the placement of appropriate weights on the rear crossbar of soccer goals. Placement and ongoing use of the weighted devices is the responsibility of the renter.

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

RENTAL OF FACILITIES BY SEASONAL ORGANIZATION TEAMS/LEAGUES

Blackout Dates - Blackout dates listed in Section 12 are in effect for both campuses. Applications for Duke Childs and Fox Meadows facilities may be submitted for these dates.

Seasonal Request Deadlines- A facility request must be submitted for each season by the listed deadline. Requests received after the deadline will be considered after submitted applications have been processed.

Rental Season	Application Deadline	Facility Contract Issued by
Spring (March-May)	January 15	February 1
Summer (June-July)	April 15	May 1
Fall (August-October)	May 15	June 15
Winter (November-February)	September 15	October 1