

# Welcome to Kankakee School District 111

Welcome to Kankakee School District #111. Our facilities are available for use by the public through our facility rental program. We encourage anyone interested in using our facilities to review this brochure. If you have any questions or would like to check on the availability of a specific building, please contact the appropriate school office. General questions about facility rental can also be directed to **Robert Grossi, Director of Business Services at 815-933-0712.**

School-affiliated, school-sponsored and school-related organizations may use our facilities free of charge under certain conditions. All other non-school related organizations may rent our facilities for a nominal fee.



**Contact the schools to check on rental fees.**

**All organizations using our facilities will be responsible for any additional costs incurred such as energy surcharge fees, custodial fees, security fees, lighting and sound technician fees, or other miscellaneous fees.**

- ◆ **All organizations, regardless of their purpose, must complete and sign a Facility Rental Application and an Agreement Forms prior to using District #111 facilities.**

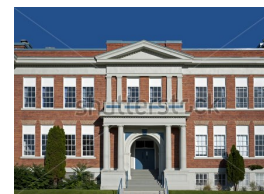
## Steps to Follow

- ◆ Contact the appropriate school office to determine availability of the facility.
- ◆ Complete and sign the Facility Rental Application and Agreement Forms. **Read the form carefully!**
- ◆ To formally reserve the space estimated fees must be paid in advance.
- ◆ Certificate of Insurance must be provided to the District prior to the event. This insurance policy must be for \$1,000,000 single combined limit of liability naming the school district as an additional insured entity.
- ◆ All groups must provide adequate supervision and security for their event.
- ◆ All cancellations must be made as soon as possible. Deposit will be returned, less any costs or fees incurred by the District.
- ◆ District #111 reserves the right to amend or change any of these procedures at any time.



**Organizations must provide \$1,000,000 insurance coverage.**

## Kankakee School District 111



**Contact the schools to check on rental fees.**

**Kankakee High School**  
1200 West Jeffery Street  
Kankakee, IL 60901  
Attn: Gloria Kennedy  
815 – 933-0740

**Kankakee Junior High**  
2250 East Crestwood Street  
Kankakee, IL 60901  
Attn: Karen Anderson  
815 – 933-0730

**King Middle Grade School**  
1440 East Court Street  
Kankakee, IL 60901  
Attn: Jan Velma  
815 – 933-0750

**Kennedy Middle Grade School**  
1550 West Calista Street  
Kankakee, IL 60901  
Attn: Diance Smith  
815 - 933-0760

**Edison Primary School**  
1991 East Maple Street  
Kankakee, IL 60901  
Attn: Nancy Andreina  
815 - 932-0621

**Lincoln Cultural Center**  
240 Warren Avenue  
Kankakee, IL 60901  
Attn: Ruth Alexander  
815 - 933-0709

**Lafayette Primary School**  
369 North Fifth Avenue  
Kankakee, IL 60901  
Attn: Shirley Brittain  
815 - 933-8116

**Proegler School**  
710 North Chicago  
Kankakee, IL 60901  
Attn: Becky McBroom  
815 –933-0773

**Mark Twain Primary School**  
2250 East Court Street  
Kankakee, IL 60901  
Attn: Andrea Short  
815 –933-0722

**Taft Primary School**  
1155 West Hawkins  
Kankakee, IL 60901  
Attn: Lori Velma  
815 –933-0811

**Steuben Elementary School**  
520 South Wildwood  
Kankakee, IL 60901  
Attn: Tisha Robles  
815 - 933-7813

## *Facility Rental Fee Schedule*

<b>Classroom, Library, or Multi-Purpose Room</b>	<b>\$25</b>
<b>Cafeteria</b>	<b>\$50</b>
<b>King &amp; Kennedy Auditorium</b>	<b>\$50</b>
<b>KHS, KJHS and Kennedy Gym</b>	<b>\$50</b>
<b>KHS and KJHS Pool</b>	<b>\$50</b>
<b>KHS and KJHS Athletic Fields</b>	<b>\$50</b>
<b>KHS and KJHS Auditoriums</b>	<b>\$75</b>
<b>Lincoln Cultural Center Auditorium</b>	<b>\$150</b>
<b>King Middle School Gym</b>	<b>\$150</b>
<b>LCC Gym</b>	<b>\$25</b>
<b>LCC Dance Studio</b>	<b>\$25</b>
<b>Stage Practice Rate</b>	<b>\$25</b>
<b>Regular Custodial/Grounds Fees</b>	<b>\$35 per hour</b>
<b>Holiday Custodial/Grounds Fees</b>	<b>\$50 per hour</b>
<b>Maintenance/Skilled Labor Fees</b>	<b>\$50 per hour</b>
<b>Lighting/Stagehand Fees</b>	<b>\$20 per hour</b>
<b>Security Guard/Police Fees</b>	<b>\$25 per hour</b>

Medical Emergency: The Board of Education has adopted a Safety Policy to comply with the Physical Fitness and Medical Emergency Preparedness Act. Automated External Defibrillators (AED's) are available at Kankakee High School, Kankakee Junior High School, Kennedy and King Middle Grade Schools and Lincoln Cultural Center near the Principal's Office. The AED is to be used only by trained AED users unless the circumstances do not allow time for a trained AED user to arrive. District policy requires that 9-1-1 should be called in a medical emergency.

**Revised February 2016**

## *Energy Surcharge Schedule*

Space	Season	4-Hour Run Time Fee	8-Hour Run Time Fee	12-Hour Run Time Fee
Classroom	Heating Cooling	\$7 \$7	\$12 \$12	\$15 \$15
Library	Heating Cooling	\$25 \$25	\$45 \$45	\$60 \$60
Multi-purpose Room	Heating Cooling	\$30 N/A	\$55 N/A	\$75 N/A
Cafeteria	Heating Cooling	\$35 N/A	\$65 N/A	\$90 N/A
Small Auditoriums King/ Kennedy	Heating	\$30	\$55	\$75
	Cooling	N/A	N/A	N/A
Medium Auditoriums KHS/KJHS	Heating	\$35	\$65	\$90
	Cooling	N/A	N/A	N/A
Large Auditorium LCC	Heating	\$50	\$90	\$120
	Cooling	\$60	\$110	\$150
Gym	Heating Cooling	\$40 N/A	\$70 N/A	\$90 N/A
King Gym	Heating Cooling	\$50 N/A	\$90 N/A	\$120 N/A
Football Field Lights (Electricity Only)		\$40	\$70	\$90

- ◆ **Heating Season** is deemed to be any time of the year when the boiler and heating plant are specifically employed for the use of a rented space that would be otherwise unneeded.
- ◆ **Cooling Season** is deemed to be any time of the year when the air conditioning and cooling plant are specifically employed for the use of a rented space that would be otherwise unneeded.

**Kankakee School District 111**

# FACILITY RENTAL INFORMATION

*Kankakee School District #111  
240 Warren Avenue  
Kankakee, Illinois 60901*



**Phone: 815-933-0712 FAX: 815-933-7165**