

## OPERATIONAL SERVICES

### BUILDING MANAGEMENT – Rental of Facilities

The Regional Office of Education recognizes its responsibility to area citizens to make the ROE facilities available to the general public and Champaign-Ford County School Districts insofar as such activities do not conflict or interfere with the ROE programs. This public use may be permitted within established ROE policy and procedures. Regional Office of Education facilities are designed, however, primarily for the use of the ROE staff and direct school-related organizations.

The Regional Superintendent or his/her designee shall have the right and power to grant the use of such facilities to such persons, firms, clubs, or organizations that may qualify in accordance with the direct use of policy as set forth.

### USE OF THE REGIONAL OFFICE OF EDUCATION

#### Time

All evening activities and meetings shall close by 11:00 p.m. on Monday through Friday. No meetings will be held on weekends, unless approved by the Regional Superintendent and shall close by 11:00 p.m.

#### Alcohol, Drugs, Tobacco, Food

The use or possession of alcoholic beverages and drugs upon ROE premises is prohibited. No persons under the influence of alcohol or drugs will be permitted on ROE property.

Smoking is not permitted on ROE property and only in designated outdoor areas.

Food, including soft drinks, may be served only in the areas designated by the Regional Office of Education and/or by the administrative staff.

#### Fire and Safety Regulations

All groups shall observe all requirements of the State Fire Code for public buildings and all local fire department regulations.

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Damage to ROE Facilities

In case of any damage to Regional Office of Education property while in use by those using or renting the facilities, the cost of necessary repairs or replacement shall be paid to the ROE. No further use shall be granted to the organization or party renting or using the facility until such payment is made.

Sublease or Reassignment

No applicant or group using the ROE facility shall sublet or reassign the facility for use.

Indemnification and Proof of Insurance

The applicant shall agree to hold the Regional Office of Education harmless and indemnified and to protect the ROE from any claims for damages or expenses of defending any such claim for damages of any nature resulting from the use of said premises by the user, its agents, representatives, invitees, or other persons, including, but not limited to, the repair of any damages to any ROE property of any nature resulting from such use by the user, its representatives, agents, invitees, or other persons as a result of such use.

The applicant, upon approval, shall supply the ROE with a Certificate of Insurance evidencing a comprehensive general liability policy insuring the applicant organization with minimum limits of coverage of \$100,000/\$300,000 bodily injury, and \$50,000 property damage.

Use of Regional Office of Education Equipment

Because educational equipment is fragile, because of possible insurance restrictions, and because of the difficulty of assessing responsibility for damage that may occur, educational equipment may not be rented or loaned to individuals or organizations. No ROE facilities or equipment beyond those granted in the application shall be used.

Use of ROE equipment for meetings sponsored by the ROE and involving Champaign-Ford County schools may be permitted provided that the equipment is requested and receives the approval of the Regional Superintendent or his/her designee.

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Regional Office of Education staff members presenting sessions at a locally held conference may request use of ROE equipment if the equipment is not available at the conference site. Permission to utilize the equipment may only be granted by the Regional Superintendent or his/her designee.

### USE OF BUILDING BY OUTSIDE ORGANIZATIONS

The facilities of the Regional Office of Education may be made available to local groups for nonprofit civic, service, religious, patriotic, youth, and other similar activities. Nonprofit is intended to include organizations where their stated purpose is to promote community interest, not promote the organization's interests. Whenever the use of ROE facilities is granted, such use may be subject to such reasonable conditions as may be imposed by the Regional Office including the condition that the user provide specified police, fire, and insurance protection during the period of such use.

All applications for use of ROE facilities shall be filed and acted upon in order of their filing. The Regional Superintendent or his/her designee has the authority to refuse the use of the ROE facilities to any applicant, when in his/her opinion such use would not be in the best interest of the ROE.

The Regional Superintendent shall determine whether any facilities shall be rented to non-local organizations for commercial use, or to local groups whose requested activity is not of a nonprofit civic, service, religious, or patriotic nature. The usage of the ROE facility for private profit or advantage, directly or indirectly, may be subject to a separate use fee schedule set by the Regional Superintendent.

### BUILDING SUPERVISION

No use of the ROE facility shall be granted except under the supervision of appointed personnel or employee of the ROE, who shall have charge of the facility, preserve order, protect the ROE property, and do all things necessary to carry out the provisions and intentions of the laws of the State of Illinois and the rules of the Regional Office of Education that may apply thereto. Any violations or attempted violations of ROE Rules and Regulations shall be reported to the Regional Superintendent and may result in permits

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being revoked and further requests being denied.

CHURCH MEETINGS IN THE REGIONAL OFFICE OF EDUCATION FACILITY

Regional Office of Education facilities may be rented on a temporary basis for religious services on Sundays or on religious holy days on a fee use basis according to the established fee schedule.

ADDITIONAL EQUIPMENT OR SERVICES

The Regional Office of Education is equipped for educational needs only. Any tenant needing additional equipment or services beyond that supplied by the ROE must make arrangements with outside sources of supply. The installation and use of this equipment shall be approved by the Regional Superintendent or his/her designee prior to its delivery to the ROE.

Approved: 07/01/01