

ETHS Athletic Facility Request Guidelines & Procedures

In order to best accommodate the increasing demand for ETHS athletic facilities, the following usage guidelines and procedures have been established.

Seasonal Request Deadlines

An ETHS Athletic Facility Request form must be submitted to the Assistant Athletic Director for each season by the assigned deadline. Requests received after the deadline will be considered after all others have been processed. The facility assignments will be announced 30 days after the deadline.

2017-2018

<i>Rental Season</i>	<i>Dates</i>	<i>Request Deadline</i>	<i>Announcement</i>
Fall, 2017	Aug 7-Nov 5	Fri, May 26, 2017	Mon, June 26, 2017
Winter, 2017-18	Nov 6-Feb 25	Fri, Aug 11, 2017	Mon, Sep 11, 2017
Spring, 2018	Mar 19-June 4	Fri, Nov 10, 2017	Mon, Dec 11, 2017
Summer, 2018	June 5-Aug 5	Fri, Jan 12, 2018	Mon, Feb 12, 2018
Fall, 2018*	Aug 6-Nov 4	Fri, May 25, 2018	Mon, June 25, 2018

*New rates will apply to 2018-2019 rentals

Facility Request Prioritization

When conflicts between rental group requests exist, the following rental group prioritization is used to ensure the facilities at ETHS are utilized to best support ETHS students and the future success of ETHS athletics.

1. In-season athletic programs (practices and contests)
2. ETHS athletic programs (camps and clinics)
3. Pre-season intramural or off-season workout programs (up to 8 hrs/week)
4. Post-season intramural or off-season workout programs (up to 6 hrs/week)
5. Designated ETHS feeder programs (see ETHS Feeder Organization—Responsibilities and Benefits)
6. Outside rental groups

Payment Requirements for Athletic Facility Rentals

Non-Feeder or Outside Rental Group Payment Terms

Once the facility assignments are announced, the outside rental group will have ten (10) business days to pay a **50% deposit** on the approved rental, provide proof of \$1,000,000 liability insurance and sign the facility usage agreement. After ten (10) business days, the rental group forfeits their right to the approved facility rental. The **50% balance** MUST be paid ten (10) business days BEFORE the rental date. If the balance is NOT paid ten (10) business days before the rental, the event will NOT be allowed to take place. Exceptions will not be made.

“Feeder” Group Payment Terms

In order to be considered an official “designated ETHS feeder program”, a group MUST be designated as such by the ETHS Assistant Athletic Director PRIOR to the rental. See ETHS Feeder Organization Responsibilities & Benefits for details. Otherwise – the rates and terms for “outside” rentals will apply (below).

Once the facility assignments are announced, the feeder group will have 10 business days to pay a **10% deposit** on the estimated rental costs for the approved dates. In addition, groups must also provide proof of \$1,000,000 liability insurance and sign the facility usage agreement. Any feeder groups who do NOT pay the 10% down payment and provide the requested documentation within ten (10) days risk losing their date(s) if another group requests those dates and pays their down payment. Once a down payment is received, the rental dates will be confirmed.

Ten (10) days BEFORE the rental dates start, the feeder group must pay an **additional 40%** of their estimated total rental cost bringing the total deposit to 50% of the estimated total rental cost. If a total of 50% has not been paid, the feeder group will NOT be allowed to move forward with their rental dates. If the feeder group has only requested one date in total, the **full balance** will be due ten (10) days before the event.

Halfway through the feeder group’s “season” (assuming multiple dates had been requested), the FULL BALANCE (**remaining 50%**) must be paid or future rental dates will be cancelled.

Late schedule changes/additions

Once the announcement has been made, any additional rental requests are subject to facility availability. The rental group must also pay a **\$25 fee** for each schedule change/addition per date. For example, a feeder organization operating in the summer that adds a date to its previously agreed upon schedule after February 8, 2016, would be assessed a \$25 late fee in addition to the rental fee.

ETHS Feeder Organizations—Benefits & Responsibilities

Benefits for Feeder Organization

- Receive 75% discount on all ETHS athletic facility rentals
- Receive one free one-day facility rental (6 hr max) per year upon request in the initial facility request. Organization must still pay for any ETHS staff required to work event.
- Gain ETHS Head Coach as a resource for coaching staff and athletes

Feeder Organization Responsibilities:

- Must sign a letter of agreement stating that the organization will:
 - Focus on working primarily with children from Evanston Township School District—at least 51% of participants must live in District 202.
 - Encourage all participants within ETHS boundaries to attend ETHS.
 - Provide ETHS with contact information list of all participants. This contact info may only be used by ETHS to promote ETHS events.
 - Provide financial aid opportunities to any children who are eligible to receive free/reduced lunch programs.
 - Encourage student-athletes to participate in multiple sports and/or activities.
 - Encourage coaching staff to attend free sport specific clinics run by the ETHS head coach when offered.
- Must hold insurance policy of at least \$1,000,000 which covers ETHS as additionally insured.

Benefits for ETHS and the Evanston Community

- Encourages creation of more feeder organizations thereby increasing opportunities for youth in Evanston while strengthening development of ETHS athletic programs.
- Supports more opportunities for low-income students to be able to participate in athletics.
- Fosters positive connection between future students and ETHS.
- Strengthens message for student-athletes to participate in multiple sports.
- Provides better opportunities for ETHS coaches to mentor and monitor the instructors and programs of feeder organizations.
- Increases promotional opportunities for ETHS to advertise athletic events.