



District 83 Board of Education

10401 W. Grand Avenue, Franklin Park, IL 60131 (847) 455-4413

Application for Building Use or Rental

School: _____ Today's Date: _____

Name of Organization: _____

Part(s) of Building to Be Used: _____

Insurance on File: _____ Expiration Date: _____ Rental Charge: _____

Nature and/or Purpose of Activity: _____

Date(s) of Use: _____

_____ Hours of Use: _____

Regulations:

- 1) The applying organization assumes full responsibility for misuse and damage to building and equipment.
- 2) Organizations assume full responsibility for proper supervision and conduct of their groups while in the building or on the school grounds. Failure to provide proper supervision may result in denial of future privileges.
- 3) There will be no alcoholic beverage of any kind brought to the premises.
- 4) There will be no smoking in the building or on the premises.
- 5) No school facilities will be rented or made available on Sundays or holidays.
- 6) Only that portion of the building covered by this application shall be used.
- 7) Insurance in the amount of \$1,000,000 with District 83 named as a co-insured party may be required by the Superintendent.
- 8) All spaces being used will be left in the same condition as found.
- 9) No food or drink allowed in the gymnasium. (Only water)
- 10) A listed contact person must be present at all times with one additional responsible party to help supervise.
- 11) Any changes to dates and times must be requested in writing at the school office.
- 12) Failure to follow any of the regulation can result in loss of privileges.

The Board of Education requires all users of the building to sign the following hold harmless clause in addition to agreeing to abide by the above regulations.

"The undersigned agrees to save and hold harmless and to reimburse the Board of Education of School District 83, Cook County, Illinois with respect to any claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the school facilities by the undersigned."

First On Site Contact Person - Daytime Phone

Second On Site Contact Person - Daytime Phone

Name and Title of Person Requesting Building Use

Daytime Phone

Signature of Person Requesting Building Use

Principal's Signature (Calendar Clearance) Date

Superintendent's Signature Date