

**REQUEST FOR USE OF THE FACILITIES OF
ELMWOOD PARK SCHOOL DISTRICT 401
8201 West Fullerton Avenue
Elmwood Park, IL 60707**

DATE OF APPLICATION _____

**Route for Acknowledgement
(For Office Use Only)**

Check one: _____ Elm Middle School (708) 452-3550 Initial _____ Date _____
 _____ Elmwood School (708) 452-3558 _____ Facilities Mgr _____
 _____ John Mills School (708) 452-3560 _____ Athletic Director _____
 _____ E.P. High School (708) 452-7272 _____ Principal _____

Facilities Requested (Applicant to check)

_____ LGI	_____ Tennis Court	Classroom(s)
_____ Auditorium	_____ Stadium	# _____ # _____ # _____
_____ Main Gym	_____ Sand Volleyball Court	
_____ East Gym	_____ Other	Baseball/Softball Fields
_____ South Gym	Soccer Fields	(Circle #) #1 #2 #3 #4 #5
_____ Cafeteria	(Circle #) #1 #2 #3	

NAME OF ORGANIZATION

NAME OF APPLICANT

A. _____
NUMBER AND ADDRESS OF ORGANIZATION **CITY OR VILLAGE OF ORGANIZATION** **PHONE NUMBER**

B. _____
NATURE OF ACTIVITY (Describe in detail) **Email Address**

C. _____

D. DATES OF ACTIVITY (If recurring, give every date during year)

September	December	March	June
October	January	April	July
November	February	May	August

E. **TIME:** From _____ a.m./p.m. To _____ a.m./p.m.
*In order to accommodate all requests for facility usage and to avoid any conflicts, please abide by the timeline you have submitted.
 Prior approval must be given to change the time frame. There will be an extra charge for any extra time requested.*

F. EQUIPMENT REQUESTED (Check equipment needed)

_____ Public Address System _____ Risers _____ Tables _____ Kitchen _____ Scoreboard _____ Piano
 (specify no.)

_____ Projector _____ Overhead _____ Chairs _____ Ticket Booth _____ Main Gym Bleachers
 (specify no.)

G. SPECIFY ADDITIONAL DETAILS INCLUDING PERSONNEL AND EQUIPMENT NEEDED:

H. NUMBER OF PERSONS EXPECTED **ADMISSION PRICE(S)**

I. I hereby assume responsibility for any damage incurred in the use of the above requested facilities and equipment.
 _____ **Signature of Applicant** **NO INVOICE WILL BE SENT.**
Use of facilities must be paid for no later than 10 days following activity.

FACILITIES POINT OF CONTACT: Elementary & middle schools — principal; high school — athletic director and buildings & grounds director.
Applicants: Do not write below this line

Class: I II III _____ Security Needed _____ Certificate of Insurance _____ Hold Harmless Agreement _____

Permit _____ Facility/Energy Fee _____ Custodial Fee _____ Security Fee _____ Total Fees _____

 Facilities Manager

 Date