

Appendix D

**OAK PARK ELEMENTARY SCHOOL DISTRICT 97**  
**PUBLIC SCHOOL PROPERTY USE REQUEST**

Organization:

\_\_\_\_\_

School Requested:

\_\_\_\_\_

Dates Requested:

\_\_\_\_\_

All dates must be listed separately \_\_\_\_\_

Time of Event:

\_\_\_\_\_

Purpose:

\_\_\_\_\_

\_\_\_\_\_

Number of Persons Expected: \_\_\_\_\_ Admission fee (if any): \_\_\_\_\_

We, the undersigned, agree to comply with all rules of the Board of Education relating to the use of school properties (see attached rules and regulations) hereby assume responsibility for the enforcement of said rules during the time the building is being used.

Organization:

\_\_\_\_\_

Printed Name of Applicant:

\_\_\_\_\_

Signature of Applicant:

\_\_\_\_\_

**All district and community groups that use our facilities will be required to staff the front entrance of the building they are using from the time their events and activities begin until they are finished and a district employee has locked the doors.**

Address:

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Home Telephone Number:

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Email Address:

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1. Applicants must read all rules on the attached sheets.
2. This form must be filled out completely and returned to the Business Office, 260 Madison Street, Oak Park, Illinois 60302.
3. On approval, or disapproval, a copy will be returned to the first applicant listed.
4. Invoices for rental of facilities will be issued by the District 97 Business Office. Payment is due upon receipt prior to the use of facilities. Questions concerning rental fees should be directed to the Stephanie Avila, 708-524-3055.
5. The certificate of insurance must be submitted before the application will be approved.
6. Please provide proof of non-profit status (if applicable)

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For Office Use Only:

Application Received (Date): \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Fee: \_\_\_\_\_

Invoice Date \_\_\_\_\_

Payment Received \_\_\_\_\_

Notice sent to renter \_\_\_\_\_

Senior Director of Buildings and Grounds \_\_\_\_\_

**Appendix E**

**INDEMNITY FOR USE OF SCHOOL PROPERTY**

In consideration of permission granted by School District 97, Cook County, Illinois, to the undersigned to use the following school facilities:

School \_\_\_\_\_ Room \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_

For the purpose of \_\_\_\_\_

the undersigned hereby agrees to hold said School District 97 harmless and indemnified and to protect said School District 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 undersigned, it's agents, representatives, invitees, or any other persons including, but not limited to, the repair of any damages to any school property, of any nature resulting from such use by the undersigned, it's representatives, agents, invitees or other persons as a result of such use.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018 /19

\_\_\_\_\_  
Organization:

\_\_\_\_\_  
Printed Name of Applicant:

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Home Telephone Number:

\_\_\_\_\_  
Email Address: