

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 in the Facility Usage Agreement) 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:

Home Telephone Number:

Email Address:

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 usage of facilities will be issued by the District 97 Business Office. Payment is due upon receipt prior to the use of facilities. Questions concerning usage 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)

For Office Use Only:

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 _____, 2019/20

Organization:

Printed Name of Applicant:

Signature of Applicant:

Address:

Home Telephone Number:

Email Address:

Oak Park Facility Usage Information

- The District is unable to rent the Facilities for personal parties (including birthday parties) or events
- Doors to Facilities will be opened not more than 15 minutes prior to the time of scheduled use and will in no instance be opened unless a representative of the District is present
- All users shall be required to vacate the Facilities within 20 minutes after the approved ending time on the use agreement
- 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.
- No food or beverages are allowed on the premises, except by special permission at the time of application. Additional charges may be assessed for custodian services relating to food and beverage service. Charges will be based on estimated overtime required to clean the area
- Groups using the facilities are expected to leave the area clean and in order
- Adult supervision of the activity must be provided by the user group throughout the time the facilities are to be used. An additional identifiable supervisor must be on duty at the entrance to the building to admit members of the group
- The user organization will assume liability for any damage to the building or its equipment caused by user members
- A Certificate of Insurance is required listing in writing Oak Park School District 97 as “Additional Insured” with a liability of \$1,000,000. When necessary, the Board of Education may require insurance of the renter(s) in the following amounts:
 - Bodily Injury Liability: \$ 500,000 per person
 - Property Damage Liability: \$ 100,000 each accident
- Once a booking is confirmed and a signed contract is issued, all other outside requests for that space will be denied. Frequent cancellations or rescheduling may result in a cancellation charge