



# **Facility Usage Agreement**

**For the 2019-2020 School Year**

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## **Section I**

### **USE OF D97 SCHOOL FACILITIES**

The Board of Education (the "Board") of the Oak Park School District 97 (the "District") constructs school facilities (the "Facilities") for the primary purpose of educating students of the District. However, when the Facilities are not in use for the purpose of educating students of the District, the Board believes it is in the best interest of the Oak Park community to make the Facilities available to non-District organizations for activities that:

1. Comply with applicable federal, State, and municipal laws;
2. Are consistent with the primary purpose of the District;
3. Do not interfere with the regular operation of the District;
4. Comply with applicable Board Policy, including Board Policy 8:30, *Visitors to and Conduct on School Property*;
5. Are of benefit to the entire Oak Park community.

When not in use by the District, Facilities may be rented as provided herein.

The Board believes that Facilities shall not be used for promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof, or advocating governmental changes by violence; or for any activity that may violate the canons of good morals, manner or taste or be injurious to the buildings, grounds, equipment or supplies of the District.

**REQUESTS:** All requests for use of Facilities shall be submitted through the online usage system no less than fourteen (14) days before the date for which Facilities are requested. In addition, the Oak Park School District 97 will not manually enter reservations via the phone. All reservations must be done online.

**CONTINUED USE:** Continued use of Facilities by any organization or individual(s) (the "Lessee") shall be contingent upon following all of the policies, rules and regulations as prescribed by the District as well as applicable statutes and case law. Any continued usage agreement for Facilities may be terminated for violations of this Agreement or Board policy.

**AUTHORITY:** The Board shall have the final authority for granting or refusing any request for use of Facilities and may amend current rules or regulations affecting such use without prior notification.

## **Section II**

### **OVERVIEW**

Oak Park School District 97's facilities are primarily intended to provide space for curricular and extra-curricular District programs. When not in use for the primary mission of the District, the space is available on a limited basis for usage by qualified non-profit organizations. Usages may be made available to other groups or organizations on an even more limited basis. The District is unable to rent the Facilities for personal parties (including birthday parties) or events. Facilities will not be available during normal school hours. The District will black-out additional dates and times for its uses, including extra-curricular programs, meetings, staff-development and upkeep.

### **PRIORITY OF USE**

Priority of facility usage shall be in the following order:

1. Group A
2. Group B
3. Group C
4. Group D
5. Group E
6. Group F

### **BLACKOUT CALENDAR**

The District will provide the dates for which each Facility will not be available as early as possible. These dates are subject to change as the academic and athletic demands on the Facilities may change or unforeseen issues with the physical plant may require unscheduled work. The District will not invoice for such cancellations; however, the District will not be held liable for any hardship, financial or otherwise, that arises from a cancellation. The District reserves the right to decline very large events, despite space availability, due to the strains that the event will place on employees, facilities and/or parking.

### **OPENING AND CLOSING**

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, if required. Exceptions may be granted by the District, at the discretion of the superintendent. All users shall be required to vacate the Facilities within 20 minutes after the approved ending time on the use agreement. In an effort to help preserve and protect the health and safety of our students, our staff members and the visitors to our schools, 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.

## **Section III**

### **CANCELLATION**

Once a booking is confirmed and a signed contract is issued, all other outside requests for that space will be denied. Space should be reserved only for intended use and not to prevent others from having access to the space. Cancellations will be allowed up to one month prior to the event without penalty. Cancellations within one month will be charged for the full usage minus any labor charges or \$50 whichever is less. Frequent cancellations may result in the District revoking the usage privileges of the organization. In the event that a cancellation or rescheduling is due to unusual and unavoidable circumstances (weather, personal tragedy, security risk, et al.) the District may waive the cancellation charges at its sole discretion.

## **Section IV**

### **RESERVATIONS**

**August 14<sup>th</sup> at 9:00am** – the calendar will be open for booking reservations from August 14<sup>th</sup> through December 31<sup>st</sup>.

**December 15<sup>th</sup> at 9:00am** – the calendar will be open for booking reservations from January 1<sup>st</sup> through May 31<sup>th</sup>.

### **FACILITY REQUEST PROCEDURE**

#### **APPLICATION PROCEDURE**

Applications for the use of District 97 facilities must be made at least two weeks prior to the desired use date on the Public School Property Use Request form (Appendix E) and may be filed by adults only. The initial contact should be made to the appropriate school office to determine if the date and the room desired are available. All information must be completed and sent to Stephanie Avila, savila@op97.org through email, fax, and or in person at the Business Office, 260 Madison Street. Applications are requested through Business Office. Our office hours are 8:30 a.m. to 4:00 p.m. Monday through Friday, and should be returned to this office for processing. If approved or disapproved, you will receive status of your application by phone and/or email.

Once the school verifies availability, then there are three required forms which must be submitted prior to approval of a use request:

1. Public School Property Use Request.
2. Indemnity for Use of School Property.
3. Certificate of Insurance listing in writing Oak Park School District 97 as "Additional Insured" with a liability of \$1,000,000.

AVAILABLE FACILITIES

<u>Auditoriums</u>	<u>Address</u>	<u>Capacity</u>
Beye Elementary	230 N. Cuyler	250
Brooks Middle School	325 S. Kenilworth	489
Hatch Elementary	1000 N. Ridgeland Ave.	218
Julian Middle School	416 S. Ridgeland Ave.	489
Holmes Elementary	508 N. Kenilworth	259
Irving Elementary	1125 S. Cuyler	216
Lincoln Elementary	1111 S. Grove	213
Longfellow Elementary	715 Highland	220
Mann Elementary	921 N. Kenilworth	194
Whittier Elementary	715 N. Harvey	227
Gymnasiums	One at each of the schools listed above.	
Mini-Gyms/Commons	One at each of the schools listed above	
Multi-Purpose	One at each of the schools listed above.	
Auditoriums	One at each of the schools listed above.	

Classrooms: Use by special permission only (permission to use classrooms, related arts centers, or media centers must be obtained from the teacher and the building principal before application is approved by the Senior Director of Buildings and Grounds (See Appendix A - GUIDELINES FOR USE OF CLASSROOMS)).

## Section V

### SCHOOL USER CATEGORIZATION

Group A: District 97 Schools

Group B: District 97 Partner Organizations (Bravo, Cast, OPEF, PING, PTO)

Group C: Oak Park Governmental/Municipal Groups

Group D: Oak Park Based Not for Profit Organizations (based on address of organization)

Group E: Non-Oak Park Based Not for Profit Organizations

Group F: Private, for profit groups and groups located inside and outside of Oak Park

Please note that intergovernmental agreements will supersede pricing structure below based on the conditions specified therein:

### PAYMENT FOR SERVICES BY CATEGORY

User Category	Charge Facility Usage Fee	Charge Custodial Fee during regular hours	Charge Custodial Fee for Overtime Hours	Charge use of District Equipment	Other Staff Charges	Required to submit an insurance certificate per District Requirements (as Needed)	Percentage Charged to Facility Usage Fee
A							0%
B			X			X	0%
C			X	X	X	X	0%
D	X	X	X	X	X	X	100%
E	X	X	X	X	X	X	150%
F	X	X	X	X	X	X	200%

## Section VI

### USAGE STAFF CHARGES

The renters are primarily responsible for the supervision of those using the facility. Usage groups will identify the primary person responsible for supervision for each time and location. Usage groups will be responsible for any damage or excessive mess made by those participating, attending, and observing their event as well any person tangentially associated with the usage. Full reimbursement for all expenses incurred by the district due to repair or clean-up will be provided by the renter. Failure to make such a reimbursement may result in the loss of renting privileges.

#### Fixed Custodial Fee

	<b>Regular Time Fee</b>	<b>Saturday, Holiday or K-8 after 3:00 p.m. During Summer,</b>	<b>Sunday Fee (If Double Time Is Required)</b>
Usages 2 hours or less with less than 25 attendees. (one custodian)	\$32	\$47	\$64
Usages more than 2 hours and less than or equal to 4 hours with less than 50 attendees <b>OR</b> usages 2 hours or less with 25 to 49 attendees. (two custodians)	\$64	\$94	\$128
Usages between 4 hours and 8 hours with more than 50 attendees. (three custodians)	\$128	\$188	\$256
Usages over 8 hours <b>OR</b> with more than 50 attendees.	Usages over 8 hours or with an anticipated peak attendance of 50 or more will be quoted and billed based on the actual scope and requirements of the usage request.		

#### Other Staff Charges

<b>Position</b>	<b>Rate/Hour</b>
AV Tech (if available)	\$25.00

### USE OF EQUIPMENT

Equipment, fixtures, furniture, or materials shall not be brought into Facilities without written permission by the District, at the discretion of the superintendent. Exceptions may be granted at the time of approval of the request to use the Facilities. Such equipment, furniture, or materials brought into the Facilities must be removed from the premises at the conclusion of the time granted or the conclusion of the use agreement, and those items remaining must be stored. The storage must be in a manner prescribed by the District so as to prevent any interference of normal school operations or the use of the Facilities by the District or other organizations or



individual(s). School equipment, fixtures, furniture, or materials shall not be moved within or removed from the area of normal use without written permission granted at a time of approval of the request for use of the Facilities. Movable equipment shall not be used outside the Facilities. User groups shall be held responsible for any damage or loss to school property.

**FACILITY USAGE FEES**

Usage Area

Hourly Fee

		Middle Schools	Elementary Schools
Auditoriums	Up to four hours per date:	\$165.00	\$ 82.50
	Each additional hour:	\$ 33.00	\$ 16.50
	Event (per hour)	\$ 33.00	N/A
Gymnasiums	Up to two hours per date:	\$ 66.00	\$ 33.00
	Each additional hour:	\$ 33.00	\$ 16.50
Commons	Up to two hours per date:	\$ 66.00	\$33.00
	Each additional hour:	\$ 22.00	\$16.50
Multi-Purpose Room	Up to two hours per date:	N/A	\$ 30.00
	Each additional hour:		\$ 15.00
Classrooms	Up to two hours per date:	\$ 60.50	\$ 60.50
	Each additional hour:	\$ 22.00	\$ 22.00

Above rates apply on dates when school is in session for a full day until 9:30 p.m. Additional charges for custodian overtime are applicable at all other times. Please contact the Business Office about parking lot rates.

## Section VII

### RESPONSIBILITY OF USERS

#### (HOLD HARMLESS AND INDEMNIFICATION AGREEMENT)

1. Lessees requesting use of Facilities agree to indemnify and hold harmless Oak Park School

District 97, Oak Park, Illinois (the "District"); the Board of Education (the "Board"), its members, employees and agents, in their official and individual capacities; from any loss, judgment, injury or expense, including but not limited to, attorneys' fees and expenses of litigation arising out, and incidental to the use of Facilities requested in this Agreement. It being further understood and agreed that the District assumes no obligation or responsibility in connection with the use of the requested Facilities. In addition, the Lessee covenants not to sue the District, the Board, its members, employees and agents, in their official or individual capacities for any alleged loss, judgment, injury, or expense which arises as a result of this Agreement. Lessee further agrees to assume all costs for repair or damage to the Facilities or their contents during the period of authorized use of Facilities.

2. Lessee must comply with any and all requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, including but not limited to providing necessary supports and accommodations to disabled District students and community children participating in its activities or events in order for them to access the program in a manner similar to non-disabled children.
3. Lessee must comply with all applicable federal, state, and municipal laws and Board Policy, including Board Policy 8:30, *Visitors to and Conduct on School Property*.
4. Lessee must comply with the Illinois Human Rights Act, including the applicable regulations Promulgated by the Illinois Department of Human Rights.
5. The lessee further agrees to furnish a Certificate of Liability Insurance (Public Liability, Property Damage and Contractual Liability Insurance) to guarantee the payment of any claim for injuries or damages to persons or property that occurs during, or as a result of this Agreement.

- \$1,000,000 Per Occurrence
- \$500,000 Damage to Rented Premises (Each Occurrence)
- \$5,000 Medical Expenses
- \$1,000,000 Personal & Advertising Injury
- \$3,000,000 General Aggregate
- \$3,000,000 Products/Completed Ops Aggregate
- District should be named as an additional insured on a primary & noncontributory basis

Commercial Automobile Liability Coverage (Only required if Organization owned vehicles are part of operations taking place on district premises)

- \$1,000,000 Combined Single Limit
- District should be named as an additional insured on a primary & non-contributory basis

Umbrella or Excess Liability

- \$1,000,000 Per Occurrence
- \$1,000,000 General Aggregate

Workers Compensation Coverage (Only required if Organization Employees will be on premises – Does not apply to volunteers)

- Statutory limits

A Certificate of Insurance or copy of the endorsement shall be required giving evidence of the above-mentioned types of coverage and naming the District as an additional insured and shall be filed with the District on an annual basis effective August 15th through August 14th of the following year or no later than 14 days prior to the date of the building usage. The insurance hereby required shall not be cancellable without thirty (30) days written notice to the District.

Above coverages shall be from a company authorized to do business in Illinois and with at least an “A VII” rating from A.M. Best Company

## **Section VIII**

### **BUILDING REGULATIONS**

**CONTRACT REQUIREMENTS:** Organizations or individual(s) must conform to the terms of the written Agreement. Custodians are not permitted to extend the closing times or permit access to additional Facilities which have not been authorized in the Agreement.

**EMPLOYEE PRESENT:** A District employee must be present in the Facilities at any time it is used unless a written exception has been granted by the District.

**KEYS:** No key for the Facilities shall be provided for persons other than those approved by the Superintendent or his designee.

**SMOKING:** Smoking or the possession of smoking materials on District property is strictly prohibited and will result in immediate cancellation of the use agreement.

**HEATING:** Regulation of heating controls shall be by District personnel only.

**FIRE EXITS:** Fire exits and doorways must be kept clear and all hallways made passable at all times.

**SUPERVISION:** Persons under eighteen (18) years of age shall not be allowed in the Facilities without proper adult supervision. Groups of 25 or less children must have at least one, renter-provided, adult supervisor present during the duration of the usage. Groups of 25 or more children shall have enough supervision to reach a 1 adult to 25 children ratio. Renter-provided supervisors are expected to ensure that all participants remain within the designated usage areas at all times. 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.

**ALCOHOLIC BEVERAGES:** The use or possession of alcoholic beverages on District property is strictly prohibited and will result in immediate cancellation of the use agreement.

**CONTROLLED SUBSTANCES:** The use or possession of any controlled substance will result in immediate cancellation of the use agreement.

**REFRESHMENTS:** Organizations serving refreshments during the course of their meeting shall furnish all necessary consumable supplies and it shall be the responsibility of the organization to place all evidence of food or beverage in appropriate waste containers provided by the District. Food containing peanuts are not allowed in the multi-purpose room or cafeteria due to allergies. Latex balloons are not allowed in any buildings due to allergies.

**AIR CONDITIONING:** Not all District 97 facilities have air conditioning. Therefore, any special events during these hours will NOT have the room/areas air conditioned, and during warm weather months, morning events will be functioning without the benefit of the rooms being cooled during the previous night.

**NEIGHBORHOOD COURTESY:** All users are requested to respect District 97 neighbors by refraining from depositing refuse, cigarette butts, and beverage containers near our neighbors' premises, and by parking in District parking lots only. Please refrain from excessive noise or loitering on District grounds.

## **Section IX**

### **USAGE RATE AGREEMENT**

Usage rates are approved by the Board and are available from the District on the District website as well as upon request.

All rates and fees are subject to adjustment based on the lessee's specific usage needs.

The District reserves the right to make the final decision as to whether an organization will receive usage privileges or not, and to the classification and charge. The District has the sole right to modify or waive any provision of the policy.

## **BILLING**

Invoices will be prepared and sent once the certificate of insurance is received and the application is approved. For short-term usages, payment is expected prior to the usage. For long-term usages, invoices will be mailed on the 15<sup>th</sup> of every month.

Payment is due 30 days after the invoice is sent. A Second Notice will be sent 60 days after the original invoice was sent. The Second Notice will include a \$25 late fee per invoice. If payment has not been received within 90 days after the original invoice was sent, the debt will be transferred to our Collection Agency. All future approved usages will be cancelled and no future requests will be processed for either the person or organization who incurred the debt until payment has been received in full.

## **AFFIRMATION**

I have read these Regulations and understand that the Lessee must fully adhere to the Regulations or the usage agreement may be immediately terminated by the District. In addition, I am fully aware and understand the responsibilities and obligations of the hold harmless and Indemnification Agreement.

## **Appendix A**

### **GUIDELINES FOR USE OF CLASSROOMS**

Requests for use of classrooms, related arts centers, music rooms or media centers, must be cleared with the teacher responsible for that room, and with the building principal. The following general rules will apply:

**RELATED ARTS CENTERS:** All tools, equipment and supplies located in the related arts center are the responsibility of the teachers assigned to their respective areas. In the event any person or group of persons wishes to use the tools and/or facilities, a request for use must be made to the related arts teacher who is responsible for the items in question. Before permission is granted by a related arts teacher for use of the equipment in the related arts area after school hours, the name, address and phone number of the person making the request should be given to the related arts teacher. No one should be allowed to use the related arts center or the equipment unless they have first contacted the related arts teacher.

Tools and all other small equipment such as hammers, pliers, brushes and pans should not be taken from the related arts center unless under the direction of the related arts specialist responsible for that particular equipment desired. If permission to use the equipment is granted, a sign-out sheet should be used to indicate where it will be and when it will be returned.

**MUSIC ROOMS:** Anyone wishing to use a music room must first obtain permission from the teacher responsible for the room. Under no circumstances, should any music equipment be disturbed. Questions should be referred to the music coordinator at the Board of Education office, 260 Madison Street.

**MEDIA CENTERS:** Requests for the use of media centers should be first approved by the librarian. Conditions for use will be determined by the individual librarian. Any requests for equipment should be approved by the librarian and an approved person will be assigned to supervise the use of equipment. Furniture and equipment must be left in proper order.

Any requests for summer use of the media centers by summer school or the recreation department must be approved by the media services coordinator at the Board of Education office.

**CLASSROOMS:** Use of classrooms must be approved by the teacher responsible for the room. Furniture must be left in order and materials in the room must not be disturbed.

In all of the above cases, after permission is granted by the teacher in charge of the room, permission must be granted by the building principal. Requests should then be directed to the Buildings and Grounds office, 260 Madison Street for final approval.

## **Appendix B**

### CONDITIONS OF USE

1. All advertisements (fliers, media, posters, etc.) for the activity must be reviewed by the Oak Park Elementary School District 97 Superintendent (or designee) prior to distribution. Such advertisements must include a disclaimer stating the activity or event is not sponsored by or affiliated with District 97.
2. District 97 has a non-smoking policy which must be observed by all participants. This policy prohibits the use of tobacco, which includes cigarette, cigar, pipe, e-cigarettes or tobacco in any other form including smokeless tobacco which is loose, cut, shredded, ground, powered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.
5. 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.
6. Alcoholic beverages are prohibited by statute (School Code of Illinois).
7. Groups using the facilities are expected to leave the area clean and in order.
8. Materials and equipment needed for the organization must be brought in. No equipment will be furnished by District 97, except for volleyball nets, basketball backboards, tables, and chairs. These items must be requested at the time of application, and extra custodian time for set-up may be charged to Usage Groups 2 and 3.
9. 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; any difficulty with unauthorized persons should be immediately reported to the person in charge of the group, who may in turn contact the police.
10. The user organization will assume liability for any damage to the building or its equipment caused by user members or by persons occupying the premises as a result of use of the premises by an organization.
11. It is understood and agreed that in consideration of use of the school facilities, the organization holds the School District harmless for any liability or property damage arising out of such use. Users will be required to sign INDEMNITY FOR USE OF SCHOOL PROPERTY form (Appendix D).

12. 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

13. All activities by non-school groups are expected to be concluded and the building cleared no later than 9:30 p.m. Users are also restricted to the room(s) they are assigned to by the Buildings & Grounds office. When making application, time requested should include time needed for set-up and clean-up.

14. Any problem arising from building use will be referred to the person(s) in charge of the group. Frequently occurring problems will be referred to the governing body when applicable.

15. All publicity for events held in District 97 buildings must clearly state that the function is not sponsored by the District.

16. No fireworks or use of any open flame.

17. No heaters unless provided by or approved by the district.

18. No sharp objects (i.e. tent stakes, metal cleats).

19. Any equipment resting on the Field Turf must be provided by the district or preapproved by the district.

20. All groups should remove all debris from the field at the end of use.

21. No marking of the field by any outside group (including chalk or tape) will be permitted.

22. No vehicles unless operated and approved by District 97 personnel are allowed.

23. All cleats and footwear should be clean of mud and dirt before being used on the field.

24. No gum, nuts or seeds.



25. No pets or animals with the exception of service animals.
26. No controlled substances.
27. Groups providing programming which service District students or community children must comply with any and all requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, including but not limited to providing necessary supports and accommodations to disabled children in order for them to access the program in a manner similar to non-disabled children.

**Contact Resources:**

Senior Director of Buildings and Grounds, Jeanne Keane, [jkeane@op97.org](mailto:jkeane@op97.org) (708) 524-3125

Administrative Assistant, Stephanie Avila, [savila@op97.org](mailto:savila@op97.org) (708) 524-3055

## Appendix C

### OAK PARK SCHOOL DISTRICT 97 – SCHOOL BOARD POLICY

#### **8:20 Community Use of School Facilities**

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses unless those other uses have been approved by the District via a written agreement with a local government or other organization that is not affiliated with the school or District. Persons on school premises must abide by the District's conduct rules at all times.

Recognized community groups may use school facilities free of charge when such use does not require the school district to incur costs for staff overtime. Otherwise, a fee shall be charged for the use of school facilities pursuant to schedules which shall be approved annually by the Board of Education.

Community recreation organizations that charge fees for participation in their programs will also be expected to pay appropriate costs for using school facilities.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

#### LEGAL REF.:

Boy Scouts of America Equal Access Act, 20 U.S.C. §7905.

10 ILCS 5/19-2.2.

105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).

Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).

Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: July 9, 2013

**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:

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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 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)

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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

Oak Park School District 97  
Blackout Dates for Building  
Usage for 2019-2020

September 2, 2019  
November 27, 2019  
November 28, 2019  
November 29, 2019  
December 23, 2019  
December 24, 2019  
December 25, 2019  
December 26, 2019  
December 27, 2019  
December 30, 2019  
December 31, 2019  
January 1, 2020  
January 2, 2020  
January 3, 2020  
January 20, 2020  
February 17, 2020  
March 23, 2020  
March 24, 2020  
March 25, 2020  
March 26, 2020  
March 27, 2020  
April 10, 2020  
May 25, 2020