

OAK GROVE DISTRICT NO. 68

1700 S. O'Plaine Road Green Oaks, IL 60048
(847) 367-4120 Fax (847) 367-4172 Fax (847) 367-7933

"Where Students Come First"

If you are filling out this form for any meetings, gym or room use, please list all dates and times you are wishing to reserve.

Please be sure to list the contact person's name and phone number along with your proof of insurance.

Thank you for your cooperation.

Oswaldo Suarez

OAK GROVE SCHOOL DISTRICT #68
1700 S. O'PLAINE ROAD
GREEN OAKS, IL 60048
BUILDING USE REQUEST FORM

Date of applications: _____ Troop/Den #: _____

Name of organization: _____

Name of two people who will be in charge:

Name: _____ Address: _____ Phone: _____
Name: _____ Address: _____ Phone: _____

Room requested: _____

Purpose of use: _____

Date requested:

Single meeting: _____
Day Date Time

For series of meetings:

Day of week: _____ Beginning Date: _____ Ending Date: _____ Times: _____

Equipment needed (if necessary): _____

Are individuals outside the school district taking part in this activity?

Yes: _____ No: _____ If yes, how many? _____

Will there be a charge for admission: Yes _____ No: _____ If so, how much? \$ _____

Rental and/or fees (as discussed) must be paid in advance. Please list person (s) who will be responsible for payment:

Comments: _____

All activities must show proof of insurance.

Applicant hereby requests use of above described school facilities for said event (s) or purpose on said date(s) and during said hours in accordance with the rules and regulations contained in the Board of Education building rental policy, and hereby acknowledges receipt of a copy of said policy which shall be considered a part of this application. Applicant agrees to pay rental for said facilities. The charges and special fees enumerated in the Board of Education's building rental policy. As further consideration for such use, Applicant hereby agrees to indemnify and hold harmless the Board of Education of Oak Grove School District 68, Lake County, Illinois against and all claims, demands or actions which may hereafter at any time be made of institutes against said board of education arising out of said use of school facilities.

Signature of person(s) making application
and assuming responsibility for request.