

APPLICATION FOR USE OF SCHOOL FACILITIES AND GROUNDS EVERGREEN PARK COMMUNITY HIGH SCHOOL

9901 S. Kedzie Avenue Evergreen Park, IL 60805

DATE OF APPLICATION:							
NAME OF REQUESTING ORGANIZAT	TION:						
ONTACT NAME:CONTACT PHONE:							
MAILING ADDRESS:							
EMAIL ADDRESS:							
	ΓΙΟΝ:						
	P GROUPS MUST PROVIDE COPY OF TAX EXEMPT LETTER OR SIMILAR PROOF) GANIZATION/ACTIVITY:						
DATE/S REQUESTED:							
HOURS REQUESTED: From:	To:						
PURPOSE OF RENTAL:							
	CELL PHONE #						
ESTIMATED ATTENDANCE:SPACE REQUESTED:	PRICE OF ADMISSION: ESTIMATED INCOME:						
Auditorium	Large Gym						
Baseball/Softball Fields	Lecture Room						
Cafeteria—North Side	LRC						
Cafeteria—South Side	Small Gym						
Classroom/s	Staff Lunch Room						
Room:	Turf Field						
Kitchen	Other:						
EQUIPMENT NEEDS							
Tables: no	Podium						
Type: 12' 6' 4'	Special Lighting						
Chairs: no	Field Lights						
Garbage Cans: no	Water Jugs						
Projector	Extension Cords: no						
Screen	Ladder						
Laptop	Other						
Microphone Cordless	Other						

ATTACH SET UP DIAGRAM AND SPECIAL REQUESTS (page 3) IF NEEDED

Date:

- 1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.
 - Sufficient, competent adult supervision must be provided and the adult supervisor must ensure
 that no minor child is left alone after the activity.
 - Entering any room or area not in use by the group is prohibited. The group will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
 - No furniture or equipment may be moved without prior approval from the Facilities Director.
 - Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.
- 2. All non-school related groups must agree to:

Signature of Authorized Person:

See page 2 for equipment list and page 3 for set up diagram space.

INVOICED ON: PAYMENT RECEIVED ON:

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board of Education's discretion.
- Supply proof of insurance naming Evergreen Park Community High School District 231 as an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
- 3. All non-school related groups must pay fees according to Schedule A and Schedule B (pages 6 & 7 of the USE OF SCHOOL FACILITIES AND GROUNDS document) provided with the application.
- 4. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.
- 5. All non-school related groups must agree to follow the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 4*:170-AP6. (available at www.evergreenpark.org) IMPORTANT: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

An authorized representative of the organization must contact Mr. Terry Masterson, Facilities Director, at 708.398.1287 or tmasterson@evergreenpark.org to coordinate building and equipment needs.

					For School/Office Use			
ADMINISTRA	ATIVE AUTHORIZ	ATION FOR L	JSE:					
				Certificate of insurance received:				
dministrator Signature			Date		yes no			
	FEE TYPE	DAYS	Х		FEE	=	TOTAL	
	AREA/SPACE							
	EQUIPMENT							
	PERSONNEL							
	OTHER							
	TOTAL DUE							



APPLICATION and PROCEDURES: PAGE 3						
SPECIAL REQUESTS:						
SET UP DIAGRAM:						