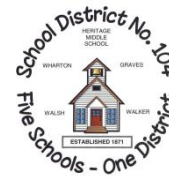




Cook County School District 104

James C. Wrenn Administration Center
6021 S. 74th Avenue
Summit, IL 60501



Application for Facilities Use & Usage Agreement

The Cook County School District School Board Policy 8:20 “Community Use of School Facilities” allows for the usage of its facilities by the public during non-school hours so long as it does not interfere with a school function, the safety of students and employees, and does not affect the property or liability of the school district. Community members and organizations should complete the attached application and provide the required insurance documentation in order to the use of the district’s facilities. The step-by-step procedure for facility usage approval is outlined below.

- Step 1 – Complete the application form and attach insurance certificate.
- Step 2 – Submit the rental application to Administration Center located at 6021 S. 74th Avenue, Summit, IL 60501.
- Step 3 - The District administration will review the application and completed applications will be sent to the Buildings and Grounds Director.
- Step 4 – The Buildings and Grounds Director will determine if the facility is available for use and any fee that will be charged for using the facility.
- Step 5 – The District will send the requestor a letter indicating whether the application was approved or declined by the Board of Education.

If you have any questions regarding the application process or would like to check availability of facility space prior to completing an application please contact the Buildings and Grounds Director at 708-458-0505.

Cook County School District 104

FACILITY RENTAL AGREEMENT FOR USE OF SCHOOL FACILITIES

TERMS

I/(We), the undersigned _____, hereafter referred to as “Renter”, hereby applies to use the facilities of the Cook County School District 104 described below for the period of (dates and times) _____ for the purposes of (name and nature of the event) _____ and agrees that the use of such facilities, if granted, is subject to the following conditions.

- i. That the person completing this application does so with the full authority of the Renter.
- ii. That the facility is available only when not required for school use* and the use is limited to only those rooms and areas designated.
- iii. That the Building Administrator and Buildings and Grounds Director approve the location, time, date, and use of the facilities.
- iv. That reimbursement to Cook County School District will be made by the Renter for any and all charges incurred by the school district, including any damages caused by the Renter’s use.
- v. That adult supervision and building security, sufficient to the Buildings and Grounds Director, will be provided by the Renter at all times before, during, and after the event.
- vi. That the use of tobacco or alcoholic beverages will not be permitted on school premises under any circumstances.
- vii. That all custodial, utility, and set-up/tear-down costs required for this use will be paid by the Renter as set forth in the “Facilities Usage Fees”.
- viii. That prepayment of estimated charges will be required for all Renters prior to facility use.
- ix. That the Renter agrees to save and hold harmless the Board of Education, the Administration and the Employees of the School District from any and all actions and causes of action or claims for damage arising or growing out of the use and occupancy of the facilities pursuant to this agreement, and that the Renter is insured with the _____ insurance company with a an “Occurrence Coverage” policy for a minimum of \$1,000,000 single combined limit of liability against personal injury and/or property loss and damage, and the renter will furnish the certificate showing Cook County School District 104 as “**additional insured**” thereof prior to entering into the use of the facilities.
- x. Cancellations must be made 24 hours in advance of the usage to avoid usage charges.

*The district reserves the right to cancel a meeting session if the district needs to utilize the space for district operations or activities. The district will make every effort to provide the renter with at least 24 hours notice and when possible offer an alternate meeting location.

FACILITY USAGE FEES

The School District will make the final determination of an organization's Tier classification based upon the function of the organization and the nature of the event.

Tier 1 = School sponsored groups (PTO/PTA), municipal use, not-for-profit school related organizations (clubs, scouts)

Tier 2 = Not-for-profit community youth groups (sports teams/clubs), Summit, Bedford Park, and Bridgeview Gardens community members or organizations.

Tier 3 = Non-community, for profit organizations, and religious organizations.

Tier	Custodial	Utilities	Set-up/Tear down
1	NC	NC	NC
2	\$50/hr*	\$5/hr*	\$20/hr*
3	\$50/hr	\$5/hr	\$20/hr

**Charges will be applied to Tier 2 users if the event takes place, or extends, beyond normally scheduled custodial hours.*



USAGE APPLICATION
(To be completed by Renter)

Name of Renter/Organization: _____

Name of Contact: _____ For -profit ___ Not-for -profit

Address of Renter/Organization: _____

City/State/Zip: _____, _____, _____ Phone #: _____

Email: _____

Date & Time of Event: _____ Name of Event: _____

Purpose of Event: _____

Estimated number of participants: _____

Building: ___ Walsh ___ Walker ___ Wharton ___ Graves/Heritage

Space: ___ Classroom ___ Gymnasium ___ Multipurpose Room ___ Outdoor

AV/Media Needs: _____

Signature: _____ Date: _____

Printed Name: _____

+++++For District Use Only+++++

___ Application Complete ___ Building and Space Available

___ Insurance Certificate Attached ___ Tier Type

Approved ___ Rental Fee \$ _____

Declined ___ Reason: _____

Building & Grounds Director Date Superintendent Date