

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62

777 ALGONQUIN ROAD
DES PLAINES, ILLINOIS 60016
(847) 824-1136

APPLICATION FOR USE OF SCHOOL BUILDINGS OR GROUNDS

At least TWO weeks advance notice appreciated

DATE _____

NAME OF BUILDING TO BE USED _____

AREA OF BUILDING OR GROUNDS _____

NATURE OF ACTIVITY _____ TIME from _____ to _____

Check day of the week Every M T W TH F (include set-up & clean-up time)

YOU MUST LIST ALL DATES:

PHYSICAL ARRANGEMENTS REQUIRED (Chairs, Tables, etc.) Please be specific _____

NAME OF ORGANIZATION MAKING REQUEST _____

HOW MANY PEOPLE EXPECTED? _____ WILL FOOD OR DRINKS BE SERVED? Yes No

School Related Yes No Non Profit Yes No Admission charge? Yes No

Person who agrees to be responsible for good order as representing the above organization:

Name of contact person on-site (Print) _____ Home Phone # _____

Address _____ City _____ Zip Code _____ Work Phone # _____

Children are **NOT** to be allowed to set-up or take down tables. This must be done by adults only.

In the event that the building's fire alarm is activated, everyone **MUST** leave the building, re-entering only after being given clearance by the custodian.

Please sign acknowledging that you have read the back of this form. No reservations will be accepted without this acknowledgement:

Signature _____

OFFICE USE ONLY

YOUR APPLICATION HAS BEEN APPROVED SUBJECT TO THE RULES APPEARING ON THE REVERSE SIDE.

Room Fee is \$_____ You will be billed prior to the use of the building and advance payment is required.

A **charge** will be assessed for **custodial services** for **overtime, set-up and clean-up time** _____.

Certificate of Insurance: Received _____ Expiration Date _____

DATES NOT AVAILABLE

APPROVED BY: _____

Assistant Superintendent for Business Services

Approved copies to:

Principal _____

Custodian _____

Maintenance _____

Contact Person _____

DP-ADM-438-2006

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62

RESERVATION PROCEDURES

TO ALL GROUPS USING DISTRICT 62 SCHOOLS:

During the school year application for building reservations must be made at least **(2) two weeks prior to date of use and all dates must be given.**

Building reservations will be accepted after June 1st for the next school year from any organization. Reservations will not be recorded until all Parent Teacher Organization's and school activities have been received. During the summer, reservations will be recorded in the following order:

1. Parent Teacher Organization's, School Activities and SPARK program.
 2. Park District
 3. Scouts
 4. All other groups in the order in which they are received.
1. A **Certificate of Insurance** must be provided prior to application approval and use of the building, unless prior approval has been received from the District waving the certificate of insurance requirement.
 2. Groups will be permitted to enter building 5 minutes prior to their scheduled time.
 3. Groups must be out of the building within 10 minutes of their scheduled time.
 4. **No groups** can be scheduled for the use of **middle school gym before 7:00 p.m.** and must be out of **ALL** buildings by 10:10 p.m.
 5. The Organization must be properly supervised by a person 21 years of age or over and must confine their activities to the portion of the building or grounds as stated on the approved permit.
 6. No alcoholic drinks or controlled substances shall be served, dispensed or consumed on school property.
 7. **SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDINGS.**
 8. Should there be an emergency of some sort in which it appears that there is a conflict with the use of some facilities, the parties concerned are to seek the custodian and, if necessary, have a call made to the building principal.
 9. **In the event there is a breakage or damage** of any sort, the parties using the school facilities should report same to the custodian and plan on the possibility of receiving a bill to cover costs of repair or replacement.
 10. **Cancellations** must be called in to the main switchboard (847/ 824-1136) by 10:00 A.M. the day the building is to be used in order to avoid being charged for the day.

The granted permit is subject to cancellation should the Board of Education determine that the permit granted conflicts with any school activities which may arise subsequent to the issuance of this permit.

The Board of Education and/or Superintendent of Schools may cancel this permit in the event the school property is used contrary to the purpose of which this permit is granted.

Board of Education
Community Consolidated Schools Dist. #62