

# 181 Community Consolidated School District 181 – Request for Use of School Facilities + Invoice

• All applications must be made at least **two weeks** in advance of the function • Faxes **not** accepted • Date: \_\_\_\_\_

The undersigned represents that s/he is authorized to act in this request for the organization named in this request; agrees to pay the total charges **within 30 days** after the last rental date (cancellations must be made five (5) days in advance of the rental date); understands that the granting of this request does not constitute recognition of such organization as a school-connected activity; agrees that such organization will not represent itself or any of its activities as school connected; agrees that such organization using school facilities shall be liable for any and all claims and demands for action which may at any time be made or instituted against School District 181 arising out of their occupancy of any part of the building; has included with this Request a current Certificate of Insurance naming CCSD181 as the Certificate Holder (if not already on file this school year) and agrees to adhere to the rules and regulations for the use of school properties contained in the District 181 Administrative Procedures Manual (attached). **NOTE: NO FOOD** or beverages are allowed in the building w/o prior approval due to food allergies! Check w/the school secretary. Invoice is shown below.

Signed \_\_\_\_\_ Please print signature \_\_\_\_\_

Phone (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization \_\_\_\_\_ Check one:  Not-for profit  For profit

Full Address (**must complete!**) \_\_\_\_\_

Function \_\_\_\_\_ 100+ participants?  yes (see below)  no

School wanted \_\_\_\_\_ Space wanted (check appropriate area(s) shown below):

classroom(s)/how many: \_\_\_\_\_  gym & MPR  MPR only  gym only  other (specify): \_\_\_\_\_

Date(s) wanted (**be specific-list all** or attach separate sheet w/all dates): \_\_\_\_\_

Time needed: from (doors opened) \_\_\_\_\_ to \_\_\_\_\_ (some extra time may be required for set-up/clean-up)

Number of chairs needed: \_\_\_\_\_ Number of tables needed: \_\_\_\_\_ (Indicate arrangement of chairs/tables on separate sheet)

Will public address system be used?  yes  no  other equipment (specify) \_\_\_\_\_

[Explain on separate sheet how stage and general lighting will be operated, if applicable, or any other necessary instructions]

The administration **requires** a **Certificate of Insurance** naming *Community Consolidated School District 181* as the Certificate Holder in the required following minimum amounts: Bodily injury liability: \$250,000 each person, \$1,000,000 each accident; Property damage liability: \$10,000 each accident. A current Certificate of Insurance **must be** either on file or included with this form.

## ----- To be filled in by the School District -----

Certificate of Insurance included:  yes  already on file (Resubmit yearly/school yr) No building use w/o Certificate of Insurance.

Signed AED (automated external defibrillator) requirement included – this is **only** for rentals of 100 or more, per Illinois State law.

Overtime anticipated?  yes  no • If “Yes” who will work? \_\_\_\_\_ (✓ w/head custodian 1<sup>st</sup>)

**Note:** If set-up/clean-up is required, 1 hr overtime (\$25) charged. Comments re: overtime: \_\_\_\_\_

1. Confirmation of school secretary: \_\_\_\_\_  This has been put on the school calendar

2. Approved by Principal of building: \_\_\_\_\_ (if staff member, send to HR for approval) Date \_\_\_\_\_

3. Approved by Buildings & Grounds: \_\_\_\_\_ Date \_\_\_\_\_

## To be filled in by the School District

----- Detach **Invoice here & return w/payment** -----

### **INVOICE** payable at end of rental – full amount due unless 5 days’ cancellation notice is given

Name of Organization: \_\_\_\_\_ School being used: \_\_\_\_\_

Rental charges: \_\_\_\_\_ Rental Category: \_\_\_\_\_ Other charges: \_\_\_\_\_

Custodial charges: \_\_\_\_\_ **Total charges\*** \_\_\_\_\_ Due: \_\_\_\_\_

\*Payable **at the end** of the rental period (please do **not** pay before end of rental) to: **Community Consolidated School District 181**

Mail to: CCSD 181 Buildings & Grounds • 115 W. 55<sup>th</sup> Street • Clarendon Hills, IL 60514 630-861-4981