



## **J. STERLING MORTON HIGH SCHOOL DISTRICT 201**

### Facilities Rental Application, Rules and Procedures

Board Approved: May 7, 2013

Updated: May 11, 2016

## **FACILITIES RENTAL STEPS**

**STEP 1:** Review Facilities Usage Application, Rules and Procedures.

**STEP 2:** Review available facilities, organization classifications and rental fees.

**STEP 3:** Complete application and submit to JSM District 201 Business Office.

**STEP 4:** Upon notification of preliminary approval, complete the Facility Rental Agreement, submit all required documentations and fees, submit to the Business Office for final approval.

**NOTE:** IF THERE ARE ANY QUESTIONS, PLEASE CALL THE BUSINESS OFFICE AT (708) 780-2116.

## **FACILITY USAGE POLICY**

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. School facilities, through local and other revenue, are constructed and provided exclusively to support District 201 programs. However as a service to the communities of J. Sterling Morton High School District 201 (DISTRICT) and outside organizations, the District permits individuals and entities to rent its facilities and property, during non-school hours. Such activities must be scheduled in a manner which does NOT interfere with activities associated with the operation of school-related classes, support groups, extra-curricular activities, or regular maintenance of District buildings. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

The Superintendent shall develop procedures to manage community use of school facilities. These procedures shall include terms of use, amount of use, and fee for use. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

### **FACILITY USAGE APPLICATION, RULES & PROCEDURES**

The following procedures are to be followed for any and all applications for facility usage and, if approved, for the usage of District facilities regardless of whether or not the user of the facility is being charged by the District.

#### A. Application Process

1. The individual, organization or entity requesting usage of any District property or facility must request the Application for Use of Property and/or Facility from the District's website ([www.morton201.org](http://www.morton201.org)) OR by calling Mr. Chris Wildman in the Business Office at (708) 780-2116. The District has the ability to send the Application for Use of Property and/or Facility to the individual or entity requesting to use the District's facilities and/or property in the following ways: (1) E-mail (2) Fax, or (3) First Class U.S. Mail.
2. Upon receipt of the Application for Use of Property and/or Facility, the individual and/or entity requesting to use the District's facilities and/or property must submit the Application for Use of Property and/or Facility to:

J. Sterling Morton High School District 201  
Business Office  
5041 W 31<sup>st</sup> Street  
Cicero, Illinois 60804

Email: [sberger@jasmorton.org](mailto:sberger@jasmorton.org)  
Fax: 708-780-2117

3. Upon submission of the completed Application for Use of Property and/or Facility, the individual or entity requesting to use the District’s facilities and/or property MUST also submit ANY request for the use of additional equipment and/or special use needs in order for the Business Office to accurately determine whether the requested use shall be approved AND to determine the estimated cost for the requested use.
4. Upon submission of the completed Application for Use of Property and/or Facilities, the individual or entity requesting to use the District’s facilities and/or property MUST also submit a “Special Event Insurance Certificate” which meets the following conditions as part of the approval process:
  - a. LIMITS
 

i.	General Aggregate	\$1,000,000
ii.	Personal and Advanced Injury	\$1,000,000
iii.	Each Occurrence	\$1,000,000
iv.	Fire Damage	\$50,000
v.	Medical Expenses	\$5,000
  - b. COVERED ENTITIES  
The Insurance Certificate must also list the District as an additional insured entity under the “Certificate Holder”.
5. The Application for Use of Property and/or Facilities shall not be considered NOR approved, until ALL required documents have been received by the Business Office. Such required documents include (a) a fully executed Application for Use of Property and/or Facilities, (b) written request for use of additional equipment and/or special use needs of applicant, and (c) properly documented Special Event Insurance Certificate which meets the required damage limits. Upon submission of all required documents, the Business Office shall review the Application for Use of Property and/or Facility.

**B. Additional Application Issues for Submission**

1. By law, at least one person who holds a valid certificate in basic cardiopulmonary resuscitation which complies with generally recognized standards for basic cardiopulmonary resuscitation and the use of an AED must be on site during use of physical fitness facilities. Therefore, the individual or entity applying for usage must submit the name and documented certification of the individual who shall be present for the usage. If the individual or entity applying for such usage does not have an individual properly certified in basic cardiopulmonary resuscitation and the use of an AED who shall be onsite during the usage then the District shall supply a trained staff member at the cost of the individual or entity using its physical fitness facilities.
2. All information on the Application for Use of Property and/or Facilities, EXCEPT for the signature(s), MUST be printed or typed.
3. School Activities and/or School-related Activities shall take precedence with regard to property and facility use.

4. A completed Application for Use of Property and/or Facilities must be submitted to the Business Office at least thirty (30) days in advance of the requested use date **WHENEVER POSSIBLE**.
5. The completed, submitted Application for Use of Property and/or Facilities is only valid for the dates and times listed on the Application. The individual or entity requesting a change in date or time, or requesting a subsequent/different event must file a **NEW** Application for Use of Property and/or Facilities.

C. Approval/Denial of Application and Scheduled Use of Property/Facility

1. After the required forms have been properly submitted to the Business Office for review, the District shall notify you of its decision. If the requested use is granted, the District shall notify the individual or entity of approval via mail.
2. In the correspondence sent to the individual or entity stating the approval of the requested use, the total estimated cost of the individual's/entity's use shall be documented. **PRIOR** to the approved date for use of property/facilities, the individual or entity **MUST** submit payment in full of the estimated cost to the Business Office via certified check. **IF** such payment is not tendered **PRIOR** to the commencement of the event, the individual or entity whose use was previously requested will **NOT** be permitted to use the property/facilities as approved.
3. **THE INDIVIDUAL OR ENTITY WHOSE USE WAS APPROVED MUST HAVE A COPY OF THE PERMIT APPROVING SAID USE IN ITS POSSESSION ON THE DAY(S) OF THE EVENT.** If the individual or entity is not in possession of the letter approving its use of the property/facilities for the day in question, the individual or entity whose use was previously requested will **NOT** be permitted to use the property/facilities as approved.
4. After the use of the facility has concluded, the individual or entity shall be billed for any charges or fees which exceeded the total estimated cost. If the total fees did **NOT** meet or exceed the total estimated cost, the District shall refund the unused fees after the next regularly scheduled meeting of the Board of Education.

D. District Revocation/Rejection of Facilities Usage Approval OR Cancellation by User

1. The Superintendent or designee has the right to revoke any agreement if the individual or entity fails to pay its fees in a timely manner or to follow the usage requirements. The Superintendent or designee has the right to restrict, reject or deny access to any group for the following reasons:
  - a. The request for usage would interfere with a school function;
  - b. The request for usage would cause the individual or entity to engage in political and/or profit-making activities deemed to be inconsistent with the use of premises which are appropriate for public schools;

- c. The request for usage would prohibit access to the facilities for other usages which were previously approved for other groups; or
  - d. The request for usage would be granted for an individual or entity who has demonstrated a lack of care or proper maintenance for school district facilities or property.
2. Should the individual or entity decide to cancel its event, please notify Mr. Chris Wildman of the Business Office at least three (3) days prior to the event. Failure to notify the District of the cancellation of an event shall result in the individual or entity incurring all actual fees associated with the set-up and tear down of the event. The District reserves the right to charge a fee for the loss of revenue, based upon the late cancellation of the event.

E. General Rules and Policies

1. During the school term, the District's facilities and property are ONLY available for usage outside of school hours (8:00 a.m. and 3:30 p.m) and up to 9:00 pm by outside groups UNLESS prior approval is granted by the Superintendent or designee.
2. No indoor rentals shall be allowed on District holidays or during summer hours. Exceptions may be permitted permission of the Superintendent or designee.

THANK YOU FOR YOUR INTEREST IN THE USE OF THE PROPERTY AND FACILITIES OF DISTRICT 201.

If you have any questions, please contact Mr. Chris Wildman, in the District Business Office at (708) 780-2116.

## **FACILITY RENTAL ORGANIZATIONAL CATEGORIES**

This document shall serve to determine the category in which an organization requesting use of the facilities is assigned. The categories and fees charged are non-negotiable unless overridden by approval of the Board of Education.

School sponsored activities, school sponsored clubs and/or school sponsored sports and intramurals shall be assigned to Class I as defined below and shall not be subject to any charges for facility use nor for personnel associated with the use of the facilities.

Such organizations will include, but shall not be limited to, the following:

### **CLASS I**

District 201 Student Organizations, Clubs, Extra-Curricular Activities and Sports Teams  
Illinois High School Athletic Association Events/Meetings  
District 201 Booster Organizations and Parent-Teacher Organizations  
High School Academic Organizations sponsoring District 201 Events (i.e. College Fair)  
District 201 Alumni Reunion Organizations  
Collaborative, preapproved programs which service District 201 students or staff

### **CLASS II:**

Taxing districts servicing District 201

### **CLASS III:**

Non-profit organizations/groups servicing District 201.  
Not-for-profit organizations/groups servicing District 201.  
Registered charitable/civic organizations servicing District 201  
Religious organizations

(Must show proof of Non-profit status – See *Facility Usage Application*)

### **CLASS IV:**

Organized athletic leagues  
Professional performance groups  
Private businesses, organizations  
For-profit organizations  
Fraternal organizations  
Social organizations  
Political parties  
Non-public schools

ANY organization NOT listed above shall be placed in a specific category based upon the guidelines set forth in each Class by the Superintendent.

## FACILITY RENTAL FEE STRUCTURE

This document shall serve to determine the fee charged to an organization for the use of facilities based upon the Class to which the requesting organization belongs. The categories and fees charged are non-negotiable unless overridden by approval of the Board of Education.

### Facility Rental Fee

CLASS I & II	CLASS III	CLASS IV
SEE ATTACHED SCHEDULE	SEE ATTACHED SCHEDULE	SEE ATTACHED SCHEDULE

### Hourly Custodial Fee (Per Custodian/Based on Attendance)

CLASS I & II	CLASS III	CLASS IV
No Charge	\$80.00	\$80.00

### Hourly Security Guard Fee (Per Guard/Based on Attendance)

CLASS I & II	CLASS III	CLASS IV
No Charge	\$60.00	\$60.00

### Hourly Sound/Lighting Fee (Per Technician/Based on Need)

CLASS I & II	CLASS III	CLASS III
No Charge	\$15.00	\$15.00

### Equipment Usage Fees

Equipment	Fee (Class III and IV ONLY; No Charge Class I & II)
Choral Risers	\$100.00
Piano	\$100.00
Portable Bleachers	\$100.00
Projector and Screen	\$100.00
Public Address System	\$100.00

\*Denotes that circumstances may dictate a different rate than noted upon fee schedule based upon extenuating circumstances.



### Facility Hourly Rental Fee Schedule

FACILITY	CLASS I	CLASS II	CLASS III	CLASS IV
Cafeteria (NO FOOD)	No Charge	\$30.00	\$30.00	\$60.00
Cafeteria (FOOD, NO KITCHEN)	No Charge	\$30.00	\$30.00	\$60.00
Cafeteria (FOOD and KITCHEN) *NEED TO HIRE FOOD SERVICE EMPLOYEE	No Charge	\$60.00	\$60.00	\$120.00
Cardio Room	No Charge	\$50.00	\$50.00	\$100.00
Classroom	No Charge	\$25.00	\$25.00	\$50.00
Conference Room	No Charge	\$30.00	\$30.00	\$60.00
Field House	No Charge	\$100.00	\$100.00	\$200.00
Gym (Main)	No Charge	\$85.00	\$85.00	\$175.00
Gym (Other)	No Charge	\$85.00	\$85.00	\$175.00
Library	No Charge	\$50.00	\$50.00	\$100.00
Locker Room (Gym)	No Charge	\$25.00	\$25.00	\$50.00
Locker Room (Pool)	No Charge	\$25.00	\$25.00	\$50.00
Meeting Room (Morton East)	No Charge	\$20.00	\$20.00	\$50.00
Playing Field (Varsity) Baseball/Softball/Soccer	No Charge	\$100.00	\$100.00	\$200.00
Playing Field (Other) Practice/Freshman/Sophomore	No Charge	\$100.00	\$100.00	\$200.00
Practice Baseball Field Alternative School	No Charge	\$100.00	\$100.00	\$200.00
Pool	No Charge	\$100.00	\$100.00	\$200.00
Stadium w/Football Field	No Charge	\$200.00	\$200.00	\$400.00/ \$1,200 min.
Stadium w/Football Field – Lights	No Charge	\$350.00	\$350.00	\$500.00/ \$1,500 min.
Tennis Courts w/Lights	No Charge	\$100.00	\$100.00	\$200.00
Weight Room	No Charge	\$50.00	\$50.00	\$100.00

--	--	--	--	--

**Chodl Auditorium Rental Fee Schedule**  
(Fee for First Four (4) Hours)

DAY	CLASS I	CLASS II	CLASS III	CLASS IV
Monday-Thursday (PERFORMANCE)	No Charge	\$200.00	\$200.00	\$1,000.00
Monday-Thursday (REHEARSAL)	No Charge	\$100.00	\$100.00	\$500.00
Friday-Sunday (PERFORMANCE)	No Charge	\$200.00	\$200.00	\$1,000.00
Friday-Sunday (REHEARSAL)	No Charge	\$100.00	\$100.00	\$500.00

**Morton West - Auditorium Rental Fee Schedule**  
(Fee for First Four (4) Hours)

Auditorium (Large, Morton West) PERFORMANCE	No Charge	\$200.00	\$200.00	\$1,000.00
Auditorium (Large, Morton West) REHEARSAL	No Charge	\$100.00	\$100.00	\$500.00
Auditorium (Small, Morton West) PERFORMANCE	No Charge	\$200.00	\$200.00	\$300.00
Auditorium (Small, Morton West) REHEARSAL	No Charge	\$100.00	\$100.00	\$150.00

A District Auditorium Manager is required by the for all auditorium events at a rate of \$75.00 per hour.

**Morton - Parking Lot Rental Fee Schedule**  
(Fee is daily rate)

East Parking lot	No Charge	\$ 400.00	\$ 400.00	\$ 400.00
West Parking lot	No Charge	\$1,000.00	\$1,000.00	\$1,500.00
Freshman Center	No Charge	\$ 500.00	\$ 500.00	\$ 500.00
District Office	No Charge	\$ 300.00	\$ 300.00	\$ 300.00
32 <sup>nd</sup> & Cicero Avenue	No Charge	\$1,000.00	\$1,000.00	\$1,000.00

**FACILITY USAGE APPLICATION**

*J. Sterling Morton High School District 201*

**TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN #** \_\_\_\_ - \_\_\_\_\_

Class I  Class II  Class III  Class IV (Select one)

**NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:**

\_\_\_\_\_

**CONTACT NAME, EMAIL & PHONE NUMBER OF PERSON IN CHARGE OF ORGANIZATION:**

\_\_\_\_\_

**DESCRIPTION OF EVENT/ACTIVITY:**

\_\_\_\_\_

**ATTENDANCE (Breakdown by Adults and Children – will be verified):**

ADULTS \_\_\_\_\_

CHILDREN \_\_\_\_\_

**WILL ADMISSION BE CHARGED OR FEE COLLECTED FROM PARTICIPANTS?  
IF SO, WHO OR WHAT ENTITY RECEIVES THE PROCEEDS?**

\_\_\_\_\_

**DATE(S) OF EVENT:**

FROM \_\_\_\_\_ (Month/Day/Year) TO \_\_\_\_\_ (Month/Day/Year)

**TIME(S) OF EVENT:**

SET UP (If Needed) \_\_\_\_\_

START \_\_\_\_\_

BREAKDOWN (If Needed) \_\_\_\_\_

END \_\_\_\_\_

**ADDITIONAL NEEDS (Equipment or Special Requests):**

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION FOR USE OF PROPERTY/FACILITIES: (Check Applicable Location[s])**

Morton East _____	Morton West _____	Freshman Center _____	Alternative _____
-------------------	-------------------	-----------------------	-------------------

**FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])**

Classroom _____ *	Staff Cafeteria _____	Senior Cafeteria _____	Main Cafeteria _____
Library _____	Auditorium _____	Little Theater _____	Stadium _____
Field House _____	Main Gym _____	Other Gym _____ *	Locker Room _____
Conference Room _____ *	Pool _____	Pool Locker Room _____	Playing Field _____ *
Cardio Room _____	Weight Room _____	Parking Lot _____	Other _____

**\*Specify Exact Location of Requested Use \_\_\_\_\_**

**ADDITIONAL RULES & REGULATION CONCERNING USE**

1. District staff members must make arrangements for any needs they may have concerning the use of the facilities, including but not limited to audio visual equipment, food service, maintenance, etc. Such arrangements may require payment depending upon the rules governing facilities usage.
2. Each organization using the school facilities shall be responsible for the conduct of the people admitted and any damage or breakage incurred during the activity. The Board of Education is not responsible for any injury to persons attending, damage to personal property, or loss of personal effects.
3. All organizations must submit a certificate of insurance in accordance with all rules and regulations concerning facility usage including, but not limited to, naming J. Sterling Morton High School District 201 as an additional insured.
4. Class III applications must submit proof the organization is a qualified tax-exempt entity, such as the organization’s IRS determination letter.
5. **SMOKING OR THE USE OR POSSESION OF INTOXICATING LIQUORS AND DRUGS IS NOT ALLOWED IN OR ON DISTRICT 201 PROPERTY.**

I, as the applicant submitting this Request for Facilities Use, agree to the above rules and regulations concerning the usage of District 201 Property and/or Facilities as well as the Policies and Procedures of the Board of Education of District 201.

\_\_\_\_\_  
SIGNATURE & PRINTED NAME

\_\_\_\_\_  
DATE

**\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\***

<b>BUSINESS OFFICE SECY</b>	<b>PERMIT NO.</b>	<b>DATE RECEIVED/APPROVED</b>

# **FACILITY RENTAL AGREEMENT**

## **J. STERLING MORTON HIGH SCHOOL DISTRICT 201**

### **General Policies**

1. At the Superintendent's discretion, DISTRICT may grant individuals or entities, including but not limited to community and/or student organizations, short-term rental access to school facilities, provided such organizations agree to the terms listed in the Conditions for Rental section of this document.
2. During the school term, the District's facilities and property are ONLY available for usage outside of school hours (8:00 a.m. and 3:30 p.m) and up to 9:00 pm by outside groups UNLESS prior approval is granted by the Superintendent or designee.
3. No rentals shall be allowed on district holidays or during summer hours unless permitted by the Superintendent or designee.

### **Conditions for Rental**

Permission to rent facilities is subject to approval by the Superintendent or designee upon submission of all required materials to the District 201 Business Office. Permission for rental will not be granted unless the renter agrees to abide by the provisions contained in the Facility Usage Application, Rules and Procedures. In addition, the following rules must be followed by the individual or entity whose Application is approved for usage:

1. Abide by all Federal, State, County and local laws including all rules and regulations of DISTRICT.
2. All advertisements and information must note the name of the organization and telephone number of a contact person AND should neither imply the endorsement of DISTRICT nor have DISTRICT phone numbers listed. Advertisements must not be made or distributed prior to the approval of a requested usage AND execution of a rental agreement. DISTRICT will review and approve all advertisements for any event prior to its distribution if so requested from the individual or entity approved for usage.
3. Maintain a tobacco-free, alcohol-free and drug-free environment.
4. Permit DISTRICT employees, at the discretion of the Superintendent or designee, to attend or monitor the group meeting or activities.
5. Submit Facility Rental Time Cards so that the District may assess any additional fees. Renters must sign in upon arrival and sign out immediately before departure. Failure to clock in and out appropriately may result in the termination of this Rental Agreement.
6. Stay in the designated rental areas. Renters may not enter building areas not covered by the Rental Agreement.

7. Minors (21 years of age and under) shall be supervised by adults over the age of 21 at all times.
8. Sell only beverages (i.e. soda, bottled water) purchased through DISTRICT OR catered by professional restaurants, caterers or organizations possessing the proper licenses and/or permits. The renter will order and pay for all such beverages ordered through the DISTRICT upon invoice being submitted by the Business Office. Orders will be placed when DISTRICT receives payment in full. Orders must be placed at least one week prior to the desired delivery date. If this condition for rental is violated, a fee of \$500.00 will be assessed on the final invoice to the renter.
9. Pay the rental fees as assessed by the Business Office. Fees stated on the Rental Agreement are estimates and may be amended in certain instances including, but not limited to, overrun of contracted time, required set up time, operation of equipment, break down and cleaning time after the event.
10. Base fees for spaces are established by area as defined within the fee schedule. The base fees include use of the space and basic utilities such as restrooms, water, lighting, heating and air conditioning (if available).
11. Pay any additional fees prescribed within the contract, including custodial, lighting and sound technicians, piano tuning, security guards and food service staff, if applicable.
12. Custodial fees are assessed at the hourly rate as defined within the fee schedule and will include a minimum of one hour beyond the contracted time. Custodial fees are assessed per custodian assigned; all efforts will be made to accurately estimate costs. Custodians are assigned to the renter to set up, break down and clean up after the rental. They are also capable of handling on-site issues and emergencies that may arise during the rental, and will supply the renter with Facility Renter Time Card and Facility Inspection form. It is understood that these are the custodians' only contracted duties.
13. Lighting and Sound Technicians shall be supplied by the DISTRICT. The renter shall be assessed the expense for such technicians at the hourly rate defined in the fee schedule, if applicable.
14. Renters may not tune or adjust DISTRICT pianos. All fees resulting from requested tunings or required tunings after the event based upon unauthorized use by renter shall be the responsibility of the renter.
15. Food Service areas (kitchens) may be included within the rental agreement provided that renter retains the service of at least one District Food Service employee. The number of Food Service employees required will be established on a case by case basis. This fee will be established on a per person hourly rate as set forth in the fee schedule.
16. Security guards are required for the duration of the event. Associated fees are assessed at the hourly rate as defined within the fee schedule, as noted on the Rental Agreement. The number of security guards is determined by the number of people attending the event, at the discretion of the District. The Superintendent, or his designee, will notify an organization of the necessary level security at the time the contract is approved.

17. The District retains the right to assess a Parking Lot Fee, based upon attendance of the event. The Superintendent, or his designee, will notify an organization at the time the contract is approved.
18. The facility must be returned to its proper status upon the conclusion of the event OR the individual or entity must pay for all repairs to return it to pre-event condition.
19. The applicant, renter, organization shall indemnify, defend and save harmless J. Sterling Morton High School District 201, its Board of Education, officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of School District 201 pursuant to this agreement.
20. The renter shall procure and maintain, at its sole cost and expense, comprehensive general liability insurance as required in the Facilities Usage Application, Rules and Procedures.
21. It is agreed the policies and procedures adopted by the Board of Education for use of school buildings and provided to all renters in advance will be rigidly enforced.
22. The individual or entity applying for the usage personally accepts the responsibility for payment of bills and that all rules, regulations and procedures pertaining to the use of the property are observed.

### **Revoking or Rejecting Agreements, Cancellation of Event/Usage**

Approval of usage or events may be revoked or rejected by the Superintendent or designee in accordance with the Facilities Usage Application, Rules and Procedures. Events or usages may be cancelled by the individual or entity approved for usage in accordance with the Facilities Usage Application, Rules and Procedures.

### **Chodl Auditorium – Morton East High School**

Additional guidelines, rules and regulations may be established by the Superintendent if the need for such guidelines, rules and regulations are deemed necessary. Any such guidelines, rules and regulations specifically related to Chodl Auditorium shall be made available upon request.

**USAGE SUMMARY FORM**

**Rental/Usage Fees:**

Base Fee: \_\_\_\_\_

Custodial: \_\_\_\_\_

Security: \_\_\_\_\_

Food Service: \_\_\_\_\_

Sound/Lighting: \_\_\_\_\_

Equipment: \_\_\_\_\_

Other Fee(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Office

\_\_\_\_\_  
Date

**Business Office Only**

- Application Submitted
- Proof of Insurance Submitted
- Proof of Non-Profit Submitted
- School Sign Off (availability)
- Custodian notification and confirmation of coverage
- Agreement execution
- Invoice sent
- Other requests notified and confirmed
- School related hour calculation



## Facility Inspection Form

### Fill Out Upon Arrival

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Organization: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_

School Facilities Used: \_\_\_\_\_

Damaged Items: \_\_\_\_\_

### Fill Out Upon Departure

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Damaged Items: \_\_\_\_\_

AGREED / ACKNOWLEDGED (Circle One)

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Custodian: \_\_\_\_\_ Date: \_\_\_\_\_