

Bensenville Elementary School District 2
Application For Use/Rent Of School Building and/or Facilities

APPLICATION MUST BE FILLED OUT IN DETAIL

Date of Application _____

Group requesting facility: _____

For the purpose of: _____

Building Requested: _____ Date Requested _____

Admission Fee: _____ Yes _____ No

We will vacate the building at _____ a.m. _____ p.m.

The expected attendance will be approximately _____ persons.

Please list any equipment requests: _____

NOTE: Custodians are not authorized to open rooms or to lend equipment other than what is noted on this form.

Certificate of Insurance: Required prior to usage

Organizations using the facilities are required to furnish a Certificate of Insurance naming Bensenville Elementary School District #2 as the certificate holder covering (Public liability and property damage) to guarantee the payment or any claims for injuries or damage to persons or property occurring during or arising from the use of the rented portion of the premises by the renting organization. Said coverage shall insure the renting organization in amounts not less than \$500,000 for injury to one person and \$1,000,000 for injuries to more than one person, and \$500,000 for property damage, including damage to school property.

It is understood and agreed that the undersigned as an official representative of this group will be entirely responsible for the proper care of school building and equipment and for full compliance with the rules and regulations of the Board of Education of Bensenville School District #2.

Each organization agrees to defend, identify, and hold the Board of Education School District #2 and its employees free and harmless of any and all liability, costs and expenses related in any way to threatened or actual court proceedings, law suits and damages involving injury to or death of any from any use or operation of the other districts facilities or building.

During the term of the use of the school facilities, the applicant agrees to provide, at its expense, a trained AED user for all of the applicants physical fitness activities on the Premises, in accordance with the Physical Fitness Facility Medical Emergency Preparedness Act (210 ILCS 74/1, et seq.), to the extent that the Act continues to require that a trained AED user be "present during all physical fitness activities" (as provided in Section 15(b) of the Act).

Name: _____ Official Title: _____

Address: _____ Phone: _____

USE OF FACILITIES ARE NOT APPROVED UNTIL SIGNED AUTHORIZATION IS RECEIVED

For Business Office Use: -----

Rental Fee: _____ Custodial Fee: _____ Total Fees: _____

Request Reviewed on _____ (Date)

By: _____ (Principal)

Submitted to E.A.C. for approval: Yes _____ No _____

Request Approved On: _____(Date) Request Disapproved on: _____

By: _____(Assistant Superintendent)

Reasons: _____

Exceptions Approved by Board Action: _____
