Crystal Lake Elementary School District 47

Facility Request Form 2026-27

REQUESTED BY: _____ DATE: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

_____ NOT-FOR-PROFIT (DOCUMENTATION REQUIRED) _____ PROJECTED TOTAL # OF STUDENTS

_____ FOR-PROFIT _____ PROJECTED TOTAL # OF DISTRICT 47 STUDENTS

_____ CERTIFICATE OF INSURANCE (REQUIRED)

DATE(S) REQUESTED: TIME:

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

BUILDING: _____ ROOM: _____

DESCRIBE PROGRAM/ACTIVITY: _____

FEES: $30.00/hour Gym
$20.00/hour Café, LMC or Meeting Rooms
$60.15/hour Custodial Overtime (2026-27)

By submitting this Request Form, the above-named group (the "User") warrants that it has read and understood the District 47 Community Use of School Facilities Policy and Procedures and agrees to be bound by the terms and conditions stated therein.

Unless specifically waived or modified in writing by the Superintendent, the User shall provide at its expense occurrence-based public liability and property damage insurance with limits of $1,000,000 for injury to any person or persons, including death and damage to property arising out of the occupancy and use of the District's facilities with the District as an "ADDITIONAL NAMED INSURED PRIMARY AND NON-CONTRIBUTORY BASIS." The User shall furnish the District with proof of insurance (a certificate or duplicate of such insurance policy or policies) and must attach such proof to this Reservation Form in order for the Reservation Form to be considered. The insurance certificate and policy shall contain a statement that the insurance will not be cancelled, modified, or non-renewed without first giving at least twenty days written notice to the District.

To the fullest extent permitted by law, the User shall indemnify, defend (at the District's option), and hold harmless the School District, the Board of Education, and its members, employees, volunteers, and agents, and their successors and assigns, in their individual and official capacities (collectively the "School Indemnitees"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation attorneys' fees and litigation costs, incurred by any of the School Indemnitees for injuries to persons, including death, or for damage, destruction or theft of property, or for any other loss arising out of any activity of the User, or any act or omission of the User or of any employee, volunteer, or permitted or intended invitee of the User, in or about the school facilities or other School District property.

The User hereby waives, releases and warrants that it, including any of its individual members or participants, shall not bring any claim, by lawsuit or otherwise, against the District, its Board of Education or its individual members, officers, employees, agents and volunteers directly or on behalf of any other person in connection with the facility use or related activities.

The User agrees to pay in advance all applicable fees and costs, in accordance with School District policies and procedures.

By my signature below, I hereby warrant that I am the authorized representative of the User, and I have the authority to enter into this Agreement on behalf of the User. I hereby enter into this Agreement in my individual capacity and on behalf of the User.

User Signature: _____ Print Name: _____ Date: _____

In the event that the activity will not be held, please notify the CORE Center as soon as possible at (815) 788-5062. Fees may still be applicable.