

Libertyville Elementary School District 70

1381 West Lake St., Libertyville, Illinois 60048,

Phone (847) 362-9030

K-5 Building Usage Application

Organization: _____
Name Street Address City Zip Code

Billing Info: _____
Name Street Address City Zip Code

Person responsible for use of facilities: _____ Phone # _____

Email (For Confirmation/Billing): _____

Supervisor on site at all times: _____ Phone # _____

Purpose of rental: _____

Is this a school-sponsored event?	Yes	No	*Certificate of Insurance on file?	Yes	No
Is this a school related event?	Yes	No	Is there an admission charge?	Yes	No
Is this an in-district organization?	Yes	No	If admission, state amount:	_____	
Only in-district participants?	Yes	No	Estimated district residence attendance:	_____	
Only organization members?	Yes	No	Estimated total attendance:	_____	

***Insurance is required for all events**

Building Requested: Adler Butterfield Copeland Rockland
Facility Requested: Gym Lunchroom Library Classroom _____ Other _____

Date(s) Requested: _____

Time Requested: Entry: _____ Exit: _____

Buildings ARE NOT AVAILABLE on school holidays, vacations and the following dates:

Audio-Visual equipment is not available for rent at this facility.

Tables needed: _____ Chairs needed: _____

2 hours of custodial time will be added for set-up and breakdown of needed tables and chairs.

Signature Official Position Date

Applicant hereby requests use of above described school facilities for said events or purposes on said dates and during said hours, in accordance with the rules and regulations contained in the Board of Education "Building Rental Policy" and hereby acknowledges receipt of a copy of said policy, which shall be considered a part of this application, and agrees to pay as rental for said facilities and the charges and special fees enumerated in the Board of Education "Building Rental Policy", and as further consideration for such use, applicant hereby agrees to indemnify and hold harmless the Board of Education of Libertyville School District #70, Lake County, Illinois, the Board Members individually and all employees of said Board, and the Regional Board of School Trustees of Lake County, Illinois, against all claims, demands, actions or loss, including attorney's fees and court costs, which may hereafter at any time be made or instituted, arising out of injury to any other person while utilizing said school facilities during applicant's use of the facilities, and applicant further agrees to reimburse the said Board of Education for all loss due to damage to school facilities caused by applicant or anyone using the school facilities pursuant to the permit granted applicant hereby to the extent that insurance maintained by the Board does not reimburse the Board for the loss incurred by the damage to the property. A copy of the Building Use Regulations is on the back of the goldenrod copy.

Approved by: _____ Principal
Approved by: _____ Business Manager
Building Rent per event \$ _____
Custodial rate per hour \$ _____

Business Office School Office Custodian Applicant

Please read the Building Use Regulations on the reverse side and sign and date.

BUILDING USE REGULATIONS

1. Applications for use of school facilities must be on file in our business office on a form supplied by us and for dates open on the school calendar. Reservations cannot be made until the business office has approved applications.
2. The use of facilities shall not interfere with scheduled school activities or be held at a time to compete with school events.
3. Organizations using school facilities will assume full responsibility for damage to school property. They agree to pay for any damage caused accidentally or through negligence or violation of any rules of the Board of Education.
4. School facilities will not be made available to individuals or organizations operating for profit, or to nonprofit groups outside the school district.
5. Possession or consumption of alcoholic beverages is strictly forbidden on school grounds and in school buildings.
6. Smoking is strictly prohibited on school grounds and in school buildings.
7. Use of school facilities will be limited to those areas and equipment specifically requested in the application.
8. The applicant is held responsible for the preservation of order, and will indemnify the District for all claims for damages suffered or alleged to have suffered by any participant or spectator of the activity.
9. Insurance is required for all events. A Certificate of Insurance must be on file in the Business Office prior to use of facilities, or all individuals involved in the activity must file a Hold Harmless Certificate with building use form. In addition, School District #70 must be named on the Certificate of Insurance as Additional Insured.
10. The school district will not be responsible for damage to or loss of property upon school premises sustained by applicant participating in any program, or patron of program, held on school property.
11. Putting up decorations/scenery, moving pianos or other furniture is prohibited unless permission is granted by the building principal.
12. Nothing shall be sold, given, exhibited or displayed without permission.
13. The Board of Education or its representatives shall have free access to all areas at all times.
14. Organizations will be billed by the school district for rental fees and custodial services.
15. All applications approved by the business office are subject to immediate cancellation for reasons necessary and proper for school purposes, for violations to this agreement and for action or activities, which are detrimental, destructive or dangerous to personnel or property.
16. Issuance of a building use permit does not constitute a guarantee of availability of a facility and the school district shall not be liable for any damages suffered by the user if a proposed facility is not available as scheduled.
17. Rentees are restricted to the room(s) specified on the approved contract. Children must be supervised when in the hallways.

Sign here: _____

Today's Date: _____

Signature indicates that the above regulations have been read and are understood.

Please return form to the building you are requesting usage for.

Adler Park School
1740 N. Milwaukee Avenue
Libertyville, IL 60048
847-362-7275
847-362-8158 (fax)

Butterfield School
1441 West Lake Street
Libertyville, IL 60048
847-362-3120
847-816-5613 (fax)

Copeland Manor School
801 South Seventh Avenue
Libertyville, IL 60048
847-362-0240
847-247-8617 (fax)

Rockland School
160 West Rockland Road
Libertyville, IL 60048
847-362-3134
847-247-8618 (fax)