

# **APPLICATION FOR USE OF PROPERTY AND FACILITIES**

**Instructions and Guidelines**

**APPLICANT INSTRUCTIONS FOR  
USE OF PROPERTY OR FACILITIES**

1. Once you have received the Application for Use of Property or Facilities (by either picking one up, by mail or by fax) please complete and return it to the Principal's office of the building you are interested in using. After the Principal has checked out the date(s) and time(s) the application will be forwarded for approval to:

Brandon Gale, Sr. Security Manager  
8601 W. Roosevelt Road  
Forest Park, IL 60130  
Phone (708) 338-4158 FAX (708) 338-5977  
E-mail bgale@pths209.org

2. An appointment can be scheduled for you to meet with the District Administrator to discuss needs for additional equipment, which will be used in part to determine fees.
3. Contact your insurance company and request a "Special Event Insurance Certificate" with the following conditions:

a. Limits should be as follows:	General Aggregate	\$1,000,000
	Products – Comp / Op Agg.	\$1,000,000
	Personal & Adv Injury	\$1,000,000
	Each Occurrence	\$1,000,000
	Fire Damage (any one fire)	\$50,000
	Med Exp (any one person)	\$5,000

- b. The following wording must be listed in the "Certificate Holder" portion:

**Additional Insured:  
Proviso Township High Schools  
8601 West Roosevelt Road  
Forest Park, IL 60130**

4. The request for Use of Property or Facilities is **NOT** approved until after the Application has been completed, signatures secured and your Insurance Certificate (covering this event with required liability amounts and proper date) has been received in the Office of the Security Manager.
5. After all forms have been properly executed and approval for usage has been granted, we will notify you in a letter by mail of the approval and when you will need to send in **total amount** of the estimated cost. **YOU WILL NEED TO BRING THE LETTER WITH YOU ON DAY(S) OF EVENT.**
6. All information must be printed on the application, except where signature is required. Please remember that scheduled school activities will take precedence with regards to property/facility use.
7. Should you decide to cancel, please notify the Security Manager's office at least three (3) days prior to the scheduled event. Failure to notify us will result in your organization being responsible for the custodial service fee incurred due to preparing the facility for your use.
8. Thank you for your interest in the rental of District 209 Proviso Township High Schools Property/Facilities. We ask that you give us a -14 day notice in advance of the use date.

**Your application is only good for the dates and times listed on the request. You must file a new application for all subsequent events.**

**If you have any questions, please contact the Security Manager, Mr. Brandon Gale, Sr. at (708) 338-4158.**

APPLICATION FOR USE OF PROPERTY / FACILITIES AT:

Proviso East

Proviso West

PMSA

The undersigned hereby requests you to permit the \_\_\_\_\_ of said High School  
(Facility or area – Please print)

building to be used by the \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_  
(Organization – Please print) (Date) (Hours desired)

for the purpose of holding a/an \_\_\_\_\_  
(Explanation of event and purpose)

Is admission charged? YES \_\_\_\_\_ NO \_\_\_\_\_ Amount \$ \_\_\_\_\_ Will a collection be taken? YES \_\_\_\_\_ NO \_\_\_\_\_

For what purpose is money to be used? \_\_\_\_\_

Who will be in charge? \_\_\_\_\_  
(Name, Title/Address)

Address \_\_\_\_\_ Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

The sponsoring organization may be allowed to use the District's property/facilities, with the following provisions:

- 1) *all persons involved in, or attending functions of the sponsoring organization conduct themselves in an orderly fashion;*
- 2) *the sponsoring organization's activities are of a nature consistent with the purposes of a public school, Proviso Township's Board of Education Policies, and consistent with all applicable statues, regulations, and case law;*
- 3) *the sponsoring organization executes and abides by the terms of the District Agreement for the Use of Proviso Township High Schools District 209 Property or Facilities;*
- 4) *the sponsoring organization delivers an acceptable Certificate of Insurance to the District, and maintains all required insurance coverage (see Instructions for Applicant);*
- 5) *the sponsoring organization & all persons participating in its function abide by District policies & regulations and;*
- 6) *the sponsoring organization's use of the District's property/facilities remains in the best interests of the District.*

The District reserves the right to reject any request for any lawful reason and to terminate any agreement at any time the sponsoring organization's use of District property/facilities ceases to be in the District's best interests.

Signature of Applicant \_\_\_\_\_ is signer authorized to act for organization? \_\_\_\_\_

By what action or authority? \_\_\_\_\_  
(Please print)

Address \_\_\_\_\_ Day phone \_\_\_\_\_

Title in Organization \_\_\_\_\_ Evening phone \_\_\_\_\_  
(Please print)

Note: Please take this **Application**, with your **Agreement**, to the Security Manager at PMSA for assistance with any portion of the Agreement dealing with equipment rental. The **Agreement** must be completed and signed by the sponsoring organization's representative, the Building Administrator, the Security Manager, and the Building Manager prior to the use of a Proviso Facility.

**PAYMENTS ARE REQUIRED IN THE FULL AMOUNTS OF THE TOTAL ESTIMATED COST (2) WEEKS BEFORE THE EVENT. PLEASE MAKE CHECK PAYABLE TO PROVISO TOWNSHIP HIGH SCHOOLS, ATTENTION: BUSINESS OFFICE, 8601 W. ROOSEVELT ROAD, FOREST PARK IL 60130.**

**PROPERTY/FACILITIES**

Proviso East       Proviso West       PMSA      \_\_\_\_\_  
(Section of Building, Classrooms, etc)

Facility Capacity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ Hours: \_\_\_\_\_

Type of Program: \_\_\_\_\_ Program Dates: \_\_\_\_\_

Rehearsal Dates: \_\_\_\_\_ Hours: \_\_\_\_\_

**FACILITIES CHARGE**

**CHARGES**

(See Schedule of Facilities Charges list) \$ \_\_\_\_\_

**EQUIPMENT DESIRED** (State number required)

Public Address System: \_\_\_\_\_ \$ \_\_\_\_\_

Motion Picture Equipment: \_\_\_\_\_ \$ \_\_\_\_\_

Chairs, Tables, etc: \_\_\_\_\_ \$ \_\_\_\_\_

Choral Risers: \_\_\_\_\_ \$ \_\_\_\_\_

Other Items: \_\_\_\_\_ \$ \_\_\_\_\_

**SERVICES REQUIRE FOR OFFICE USE ONLY!!**

**ESTIMATED COST**

Custodial / Maintenance      Total # Workers \_\_\_\_\_      Total hours \_\_\_\_\_      \$ \_\_\_\_\_

Electrician      Total # Workers \_\_\_\_\_      Total hours \_\_\_\_\_      \$ \_\_\_\_\_

Security      Total # Workers \_\_\_\_\_      Total hours \_\_\_\_\_      \$ \_\_\_\_\_

**TOTAL AMOUNT** \$ \_\_\_\_\_

**SPONSORING ORGANIZATION SIGNATURE(S)**

\_\_\_\_\_  
(Print name and title)      \_\_\_\_\_  
(Signature)      \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print name and title)      \_\_\_\_\_  
(Signature)      \_\_\_\_\_  
(Date)

**DISTRICT 209 AUTHORIZING SIGNATURE(S)**

\_\_\_\_\_  
(Building Administrator)      \_\_\_\_\_  
(Signature)      \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Security Manager)      \_\_\_\_\_  
(Signature)      \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Building Manager)      \_\_\_\_\_  
(Signature)      \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Athletics Department)      \_\_\_\_\_  
(Signature)      \_\_\_\_\_  
(Date)

## SCHEDULE OF FACILITIES CHARGES

(\*all rates are per hour)

<u>Facility</u>	<u>Class I*</u>	<u>Class II*</u>
Auditorium		
Performance	\$0.00	\$375.00
Rehearsal	\$0.00	\$65.00
Little Theater		
Performance	\$0.00	\$125.00
Rehearsal	\$0.00	40.00
Gymnasium, West	\$0.00	\$250.00
Girl's New Gym	\$0.00	\$250.00
Dance Studio	\$0.00	\$190.00
Field house / Locker Room	\$0.00	\$750.00
Wrestling Room	\$0.00	\$190.00
Indoor / Outdoor Track	\$0.00	\$700.00
W/Lockers & Showers		\$750.00
Swimming Pools (Minimum 2 hrs)	\$0.00	\$100.00
Tennis Courts	\$0.00	\$300.00
Soccer / Baseball fields	\$0.00	\$750.00
Stadium	\$0.00	\$750.00
W/Athletic Field	\$0.00	\$1,250.00
Locker Rooms	\$0.00	\$750.00
Social Room	\$0.00	\$190.00
Band, Orchestra or Fine Arts Room	\$0.00	\$190.00
Individual Classrooms	\$0.00	\$100.00
Parking Rental	\$0.00	\$90.00
Cafeteria		
No Food	\$0.00	\$250.00
Food – No kitchen	\$0.00	\$315.00
Kitchen Facilities	\$0.00	\$425.00

### ADDITIONAL CHARGES REQUIRED BASED ON ESTIMATED ATTENDANCE

Security Services           \$31.00   **Minimum of 4hrs**

Custodial / Maintenance  
or Electrician Services   \$44.20   **Minimum of 4hrs**

### EQUIPMENT CHARGES

Kitchen Facilities (Girls Gym)	\$15.00		Projector and Screen	\$15.00
Choral Risers	\$15.00		Portable Bleachers	\$25.00
Piano	\$15.00		Public Address System	\$15.00

PROVISO TOWNSHIP HIGH SCHOOLS  
FACILITY RENTAL CATEGORIES  
INTEROFFICE FACILITY RENTAL CLASSES  
(THIS FORM DOES NOT PERTAIN TO SCHOOL SPONSORED ACTIVITIES.  
FOR USE OF BUILDINGS SEE ACTIVITIES DIRECTOR)

**Class I**

Such Tax supported bodies within District 209 and their affiliated organizations.

Non-profit community groups within the District which are supported by voluntary contributions of the people whose purposes, in some degree, parallel those of the school's.

Charitable, municipal, civic organizations within District 209 boundaries.

Such organizations will include, but may not be limited to:

- High School athletic camps/programs sponsored by the school
- Band-sponsored events
- Booster organizations
- District employees for personal use for athletic purposes only
- IHSA meetings and events
- Alumni Reunion events
  
- **PREAPPROVED** collaborative programs which serve District 209 students
  
- Proviso Township Park Districts
- Proviso Township Police and Fire Departments
- Village governmental bodies within District boundaries
- All other school sponsored camps (not high school students)
- Youth organizations serving District 209 students

**Security and Maintenance fees will apply**

**Class II**

Such organizations will include, but may not be limited to:

- Organized adult athletic leagues
- Business, fraternal & social organizations
- Political parties
- For profit local organizations
- Non-public schools within District boundaries
- Public schools outside Proviso Township boundaries
- All out-of-district for-profit entities
- Churches within the district boundaries

**Security and Maintenance fees will apply**

## OUTSIDE FOOD LIABILITY

Any food and/or beverages brought onto District property which are prepared by members of the Organization or unlicensed individuals shall not be permitted unless the organization has a valid certificate Of insurance which provides liability coverage for such items. Any food and/or beverage items brought onto District property which are prepared by licensed vendor may be permitted so long as items meet any specific Health rules, regulations and/or statues. In any event, the District shall not be liable for any food and /or Beverage items brought onto District property which have not been prepared by the District food services Department.

# RULES AND REGULATIONS

- I. The Sponsoring Organization seeks permission to sponsor a certain activity(ies) on District property or to use District 209 facilities as identified specifically above. It is understood that the Sponsoring Organization shall only be permitted to use the District property/facilities specifically listed on the dates and times given. However, District-related use of District property facilities shall take precedence over any use by the Sponsoring Organization. The District shall make every attempt to make the property/facilities available to the Sponsoring Organization at all scheduled dates and times, but does not guarantee that such will be available.
- II. In consideration of the District's permission to use its property/facilities for the specific activity or activities identified and for other valuable consideration provided or required to be provided, the Sponsoring Organization agrees as follows:
  1. The Sponsoring Organization and all persons participating in or attending its functions shall conduct themselves in an orderly fashion and abide by the District's policies and regulations. Continued use of the District's property/facilities shall be contingent upon compliance with this requirement.
  2. The District's property/facilities shall be made available to the sponsoring organization not more than 15 minutes prior to the time of its scheduled use and shall not be opened by anyone other than a District employee. The Sponsoring Organization and all persons participating in or attending its functions shall vacate the property/facilities no later than 20 minutes after the ending time established in this agreement. Custodians are not permitted to change opening or closing times.
  3. Equipment, fixtures, furniture, or materials shall not be brought onto the District's property/facilities without written permission granted at the time of approval of the request to use the property/facilities. Such equipment, furniture, or materials brought onto the property/facilities must be removed from the premises at the conclusion of each function unless agreed otherwise, in which event they shall be removed at the conclusion of the use agreement. Any items, which remain on District 209 property/facilities, must be stored in a manner prescribed by the District so as to prevent any interference with normal school operations or the use of other property/facilities by the District, other organizations or individual(s).

District's equipment fixtures, furniture, or materials shall not be moved within or removed from the area where they are normally used without written permission granted at the time of approval of the request for use of the property/facilities. District movable equipment shall not be used outside the property/facilities unless specifically agreed to by the District.

4. All persons participating in or attending the Sponsoring Organization's functions shall be prohibited from the following:
  - a) using or possessing alcoholic beverages on District property/facilities;
  - b) using or possessing any controlled substance on District Property/facilities; and
  - c) Smoking inside or outside of any District facility.

The Sponsoring Organization shall be responsible for ensuring the persons participating in or attending its functions abide by the previously mentioned prohibitions. Violation of those prohibitions will be grounds for the immediate cancellation of this Agreement.

5. Persons under the age of 18 shall not be allowed on District property/facilities pursuant to this Agreement without adult supervision. All persons participating in or attending the Sponsoring Organization's functions shall not enter any area of the District's property or facilities not part of the District's property/facility for which the Sponsoring Organization has been authorized to use.
6. It is fully understood and agreed by the parties that the Sponsoring Organization guarantees to indemnify and hold harmless the District, its Board of Education, its public officials, employees, volunteers and agents, in their official and individual capacities against any and all loss, judgment, injury or expense, including

reasonable attorney fees and the expense of defending against suits of any manner which might arise as the result of, or incidental to, the Sponsoring Organization's use of the District's property/facilities and that the Sponsoring Organization agrees to defend said District, its Board of Education, its public officials employees, volunteers and agents against any suit of any type rising out of or incidental to such use. It is further understood and agreed to that the District assumes no obligation or responsibility in connection with the Sponsoring Organization's use of its property/facilities. In addition, the Sponsoring Organization covenants not to sue the District, its Board of Education, public officials, employees, volunteers and agents, in their official or individual capacities for any alleged loss judgment, injury or expense which arises as a result of, or incidental to, this Agreement or its use of the District's property/facilities. The Sponsoring Organization agrees to assume all costs for repair of damage to the District's property/facilities or their contents, which occurs during the period of its use of the same.

7. Before the covered activity (ies) may commence on District property/facilities, certificates of appropriate insurance covering bodily injury, personal injury and property damages, including the District's property, with limits not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate shall be filed by the Sponsoring Organization with the District to guarantee the payment of any claim that may occur arising out of or incidental to this Agreement. The insurance policy shall specifically name "Proviso Township High Schools, District No. 209, its Board of Education, public officials, employees, volunteers and agents, in their official and individual capacity", as additional insured. The insurance policy shall require the District be given 30 days notice of any cancellation or reduction in the limits of coverage. The policy shall also contain a breach of warranty clause, which shall provide that the policy shall continue to cover the District in the event the Sponsoring Organization breaches a condition of the policy.

It is also agreed that the insurance policy obtained by the Sponsoring Organization shall provide the primary coverage for the District for any matter arising out of or related to the Sponsoring Organization's use of the District's property/facilities. The Sponsoring Organization shall pay all deductibles, which may be imposed on the District under the policy.

8. The Sponsoring Organization may not use classrooms in conjunction with the authorized property/facility unless agreed to by the District in writing. Regulation of heating/cooling controls shall be by District personnel only.
9. All Fire exits must be kept clear and all hallways made passable at all times.
10. The sponsoring organization may not serve refreshments on District 209 property/facilities unless agreed to by the District in writing. If agreed to, the sponsoring organization shall furnish all necessary supplies and shall place all evidence of food or beverage in appropriate waste containers.
11. The sponsoring organization may use District 209 property/facilities under this agreement as long as the terms of this agreement are not violated and such use remains in the District's best interest. District 209 retains the right to terminate this agreement at any time for any reason without notice if it determines the sponsoring organization's use of its property/facilities is not in the District's best interests.
12. The terms contained in Rider \_\_\_\_\_ attached to the Application for Use of Property Facilities/Agreement are incorporated into and made a part of this Agreement.
13. The sponsoring organization agrees to all requirements itemized below for the use of the property/facilities.