

**FOREST PARK PUBLIC SCHOOLS  
DISTRICT NO. 91  
FOREST PARK, IL 60130**

**APPLICATION FOR USE OF SCHOOL BUILDINGS/FACILITIES**

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

RESPONSIBLE INDIVIDUAL: (Must be a Forest Park resident) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**CHECK ONE OR MORE BELOW:**

**SCHOOL BUILDING:**

BR \_\_\_\_\_  
GAR \_\_\_\_\_  
GW \_\_\_\_\_  
FS \_\_\_\_\_  
MS \_\_\_\_\_

**ROOM REQUESTED:**

Classroom \_\_\_\_\_  
Kitchen \_\_\_\_\_  
Library \_\_\_\_\_  
Gymnasium \_\_\_\_\_  
Conference Room \_\_\_\_\_  
Cafetorium \_\_\_\_\_  
Board Room \_\_\_\_\_  
Stage \_\_\_\_\_  
Other (specify) \_\_\_\_\_

**SET UP REQUIRED:**

Yes \_\_\_\_\_ No \_\_\_\_\_  
Chairs \_\_\_\_\_ How Many \_\_\_\_\_  
Tables \_\_\_\_\_ How Many \_\_\_\_\_  
VCR \_\_\_\_\_  
TV \_\_\_\_\_  
Overhead Projector \_\_\_\_\_  
Screen \_\_\_\_\_  
Microphone \_\_\_\_\_  
Other (specify) \_\_\_\_\_

DAY(S)/DATE(S)

NEEDED:

(Specify: every other; every week, etc.)

HOUR(S) NEEDED: \_\_\_\_\_

*Are days prior to/after activity required? (Specify):* \_\_\_\_\_

PURPOSE OF ACTIVITY (be specific): \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_ AGE GROUP: \_\_\_\_\_ ADMISSION CHARGE (if any, how much) \_\_\_\_\_

WILL YOU BE BRINGING ANYTHING INTO THE BUILDING? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please specify :

**SPECIAL NOTE: If activity is scheduled for an evening/Saturday at Betsy Ross, Garfield, or Grant-White Schools, prior approval must be made with the principal. Facility usage for Saturday activities at the Field-Stevenson/Middle School must also follow this procedure.**

\_\_\_\_\_  
**PRINCIPAL'S SIGNATURE**

\_\_\_\_\_  
**DATE**

Who will be opening/closing school and setting alarm? \_\_\_\_\_

Is a custodian needed? \_\_\_\_\_ If yes, specify reasons and hours needed. \_\_\_\_\_

Custodial fees and/or rental charge (if any) will be made in accordance with the schedule printed in "Building and Facility Rental Charges" (see separate sheet attached). A deposit (1/2 of total) must be paid 15 days prior to activity, otherwise request for usage will be canceled automatically. Checks/money orders are to be made payable to the Forest Park Public Schools. All fees are to be paid at the Administration Office, 424 Desplaines Avenue. In addition, the balance of the fee is due forty-eight (48) hours prior to the scheduled activity, otherwise usage will be denied.

The undersigned, who is to be in charge of the activity, is 21 years of age or over. He/she agrees to be responsible to the Board of Education for use and care of the school property. It is further agreed that the activity will conform with that stated in the application. He/she understands that the custodian cannot permit admittance to the building unless a preapproved application is on file in the superintendent's office.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(SEE REVERSE SIDE)

**THE FOREST PARK PUBLIC SCHOOLS WILL ENFORCE THE FOLLOWING RULES/REGULATIONS:**

Any group/individual must schedule their activity a minimum of TWENTY (20) days prior to use date. District staff, as well as the local police and fire department receive monthly notification of activities/events scheduled for all of the Forest Park Public Schools.

Members of the District staff will make every effort to anticipate their facility needs and avoid conflict with outside groups/individuals. However, ANY APPLICATION MAY BE CANCELED IF THE USE OF THE BUILDING IS REQUIRED BY SCHOOL PERSONNEL.

The District reserves the right to stop any activity and dismiss the group/individual if in the opinion of its representative, the group/individual is damaging the building or the conduct exhibited is not appropriate. Damage assessments will be made at the discretion of school officials.

**SMOKING IS PROHIBITED IN ALL BUILDINGS AT ALL TIMES.**

All groups utilizing school facilities must clean up after themselves. The areas used should be left in the same condition as found.

Appropriate clothing/and or shoes should be worn during the course of all activities.

Any unusual problems or incidents should be reported to school authorities as soon as possible, thereafter.

Responsible ADULT supervision is required at all times during all events.

Groups/individuals must restrict their activities to the areas designated on the approved application.

Please enter school facility at the time and assigned entrance as indicated on the approved application.

THE BOARD OF EDUCATION RESERVES THE RIGHT TO REVOKE ANY GROUPS/INDIVIDUALS APPLICATION FOR ANY CAUSE AT ANY TIME.

**LIABILITY**

ALL ORGANIZATIONS OR INDIVIDUALS NOT INSURED UNDER DISTRICT 91 LIABILITY INSURANCE AND USING DISTRICT 91 FACILITIES WILL HOLD DISTRICT 91, ITS STAFF AND BOARD MEMBERS HARMLESS FROM ANY LIABILITY ARISING FROM SUCH USE.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY:**

TOTAL FEE: \_\_\_\_\_ PAID IN FULL: \_\_\_\_\_ DEPOSIT AMOUNT: \_\_\_\_\_ BALANCE DUE: \_\_\_\_\_  
DATE DUE: \_\_\_\_\_ CHECK #: \_\_\_\_\_ MONEY ORDER RECEIPT #: \_\_\_\_\_ CASH: \_\_\_\_\_  
DATE PAID: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

SUPERINTENDENT OF SCHOOLS: \_\_\_\_\_ DATE: \_\_\_\_\_