

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

PUBLIC SCHOOL PROPERTY USE REQUEST

Organization: _____

School Requested: _____

Dates Requested: _____

All dates must be listed separately

Time of Event: _____

Purpose: _____

Number of Persons Expected: _____ Admission fee (if any): _____

We, the undersigned, agree to comply with all rules of the Board of Education relating to the use of school properties (see attached rules and regulations) hereby assume responsibility for the enforcement of said rules during the time the building is being used.

Signed: _____

Applicant

Address

Day Phone

Signed: _____

Applicant

Address

Day Phone

1. Applicants must read all rules on the attached sheets.
2. This form must be filled out completely and returned to the Department of Buildings and Grounds, 541 Madison Street, Oak Park, Illinois 60302
3. On approval, or disapproval, a copy will be returned to the first applicant listed.
4. Invoices for rental of facilities will be issued by the District 97 Business Office. Payment is due upon receipt. Questions concerning rental fees should be directed to the Director of Business, 708-524-5637.

For Office Use Only:

Approved: _____

Application Received (Date): _____

Disapproved: _____

Fee: _____

Supervisor of Buildings and Grounds _____

Invoice Date: _____

Appendix D

INDEMNITY FOR USE OF SCHOOL PROPERTY

In consideration of permission granted by School District 97, Cook County, Illinois, to the undersigned to use the following school facilities:

School	Room
Date(s)	Time

For the purpose of _____;

the undersigned hereby agrees to hold said School District 97 harmless and indemnified and to protect said School District from any claims for damages, or expenses of defending any such claim for damages of any nature resulting from the use of said premises by the undersigned, it's agents, representatives, invitees, or any other persons including, but not limited to, the repair of any damages to any school property, of any nature resulting from such use by the undersigned, it's representatives, agents, invitees or other persons as a result of such use.

DATED this _____ day of _____, 2017

Organization: _____

Signature of Applicant: _____

Address: _____

Home Telephone Number: _____