

# Wood Dale School District #7

## Application for Use of School Facilities

School Building Requested \_\_\_\_\_ Date of Application \_\_\_\_\_  
 Organization Name \_\_\_\_\_ Your Name \_\_\_\_\_  
 Date(s) Requested \_\_\_\_\_ Time Requested \_\_\_\_\_  
 Purpose of Rental \_\_\_\_\_

**What type of facility is needed:**

- Auditorium  Gymnasium  Classroom  
 Multi-Purpose Room  Teachers' Lounge  Other \_\_\_\_\_

**Please indicate if any of the following will be needed:**

- Ordinary House Lights  Beam Floods Movie  Projector Screen  Projector & Operator  
 Microphones  Lectern  Band Risers  Dressing Rooms  
 Choral Risers  Spotlights  Piano  Internet Access  
 Other \_\_\_\_\_

### INSURANCE REQUIREMENT FOR OUTSIDE USE OF FACILITIES

Your organization is required to furnish a certificate of insurance listing the Board of Education, Wood Dale School District #7, Wood Dale, IL as an additional insured. The certificate must state that the coverage afforded shall not be canceled or materially changed unless 10 days written notice is sent to the certificate holder prior to the cancellation or change. The certificate should provide the following minimum coverages:

#### COMPREHENSIVE GENERAL LIABILITY OCCURRENCE FORM

1,000,000	Gen. Aggregate	50,000	Fire Damage
1,000,000	Personal & Adv. Injury	5,000	Medical Expense
1,000,000	Each Occurrence		

It is understood and agreed that the undersigned, as an official representative of this group, will be entirely responsible for the proper care of the school building and equipment. Furthermore, the undersigned agrees that the renting organization will comply with all rules and regulations of the Board of Education of Wood Dale School District #7. **NO SMOKING ANYWHERE ON ANY CAMPUS.**

All publicity must identify the activity as non-school sponsored. Furniture or equipment may not be moved without prior approval from the Building Principal. All garbage and trash resulting from the activity is to be removed from the Facility. Any additional custodial/maintenance required for clean-up and/or repair after an activity will be billed as such to the organization. The use of alcoholic beverages, illegal drugs or tobacco products is prohibited on school premises.

For and in consideration for this application for use, the applicant, hereby fully and forever releases and discharges Wood Dale School District #7, its Board of Education, Board members, administration and employees, successors or assigns (the "Released Parties") in any way arising from any and all injuries, losses and damages to personal property sustained, received or claimed by the applicant or any other persons arising out of the use of the school facility or equipment or condition of the school facility or equipment hereunder. In further consideration of this agreement, the applicant and/or organization of applicant hereby agrees to save harmless and indemnify the Released Parties of and from all expenses and attorney's fees arising because of any claim which may hereafter be presented by anyone for loss and damage of personal injury as a result of the use of the above facility or equipment hereunder of the condition of the school facility or equipment hereunder.

All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and notifying the District whenever an AED is used. If the request involves use of an outdoor/indoor physical fitness facility, the non-school related group must:

- Designate at least one adult who agrees to be an emergency responder. All emergency responders must be CPR and AED trained. **Proof of CPR and AED certification must be submitted with application.** Please indicate "district provided" if you are seeking to have the District provide a trained emergency responder at a cost of \$35/hour.
- Require that 9-1-1 be called for medical emergencies, and whenever an AED is used
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before commencement of the activity.
- Ensure that if an AED is used, all appropriate forms are completed.

Name of designated emergency responder \_\_\_\_\_ Telephone Number \_\_\_\_\_

We, the undersigned, have read and agree to all conditions and charges of Board policies of the Wood Dale School District Board of Education. We agree to pay for repair or replacement of any unwarranted damage to the building or equipment in addition to the fees listed.

Printed Application Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Organization Name and Your Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Email \_\_\_\_\_

**Fee Schedule**

- A. All fees will be waived for any District #7 affiliated group or club.  
 B. Rental fees may be adjusted for the following groups: Wood Dale Park District, Wood Dale Library, City of Wood Dale, Wood Dale Fire Protection District. Actual costs will be charged (i.e., custodial, supervision, supplies).  
 C. Rental fees will be charged to all other groups according to the fee schedule below or by written contract. In addition, actual district costs will be charged (i.e. custodial, supervision, supplies).  
 D. All usage is subject to availability and Administration approval.

Facility	Non-Profit Organizations Within District #7	Profit Making Organizations Within District #7	Out of District Organizations	Out of District Organizations
Center For The Arts	Performance/Rehearsal No Charge	Stage Performance \$750	Stage Performance \$1100	Rehearsal \$150
Center For The Arts	No Charge	Business Meeting \$350	General Meeting \$500	
Gymnasium	No Charge	\$200	\$500	
Multipurpose Room	No Charge	\$200	\$400	
Classrooms	No Charge	\$30	\$50	
Teachers' Lounge	No Charge	\$30	\$50	
Other	No Charge	Per Arrangement	Per Arrangement	

Date \_\_\_\_\_ Approved by \_\_\_\_\_ Superintendent

Building Notified \_\_\_\_\_ Organization Notified \_\_\_\_\_ Invoice Sent \_\_\_\_\_

Amount \_\_\_\_\_ Payment Received \_\_\_\_\_

This application restricts use of the facilities to the specific area and purpose described above. Wood Dale District #7 reserves the right to cancel the authorization for use/rental of facilities, at any time, without notice.