



# Application for Facilities Use

MILLBURN C. C. SCHOOL DISTRICT 24 • [www.millburn24.net](http://www.millburn24.net)

- Millburn Central • 18550 Millburn Road • Wadsworth, IL 60083 • PH 847-356-8331 • FAX 847- 356-9722
- Millburn West • 640 Freedom Way • Lindenhurst, IL 60046 • PH 847-245-1600 • FAX 847-265-8198

**FACILITIES CHARGES** District 24 is charging rental fees in an attempt to cover the costs incurred for overtime, custodial, supplies, and utilities as approved by BOE, 1/18/11.

Category:	Rental Charge	Custodial Fee
District Sponsored, PTO and Foundation	Waived	Waived
Charitable and Non-Profit (requires tax-exempt status)	> \$5 per classroom; for 2 or more classrooms - \$10 each > \$50 for gym      > \$25 for cafeteria	\$35 per hour*
Colleges and Universities	\$50 per hour	\$35 per hour*
Commercial	Whichever is greater: 15% of gross revenue realized through location OR \$10 per classroom/\$50 per gym or cafeteria	\$35 per hour*
Field Use	\$10 per field**	

\*This additional fee will be charged only at times when a custodian needs to be scheduled during non-working hours, regardless of the number of rooms rented by a group.

\*\*Lindenhurst Park District is exempt.



Contact Person:	Email
Mailing Address, City, State, Zip	Phone

**GROUP INFORMATION**

Name of Requesting Group: (Scout groups must include troop/den number and grade level)
Check one: <input type="checkbox"/> District Organization <input type="checkbox"/> Colleges and Universities <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit
Purpose and Nature of Activity (briefly)
Anticipated Number of Participants:
Activity will be open for <input type="checkbox"/> General Public <input type="checkbox"/> Group Members Only <input type="checkbox"/> Restricted to:

**DATE and TIME REQUESTED**

Check one: <input type="checkbox"/> Single Meeting Date <input type="checkbox"/> Series of Meetings	
Date(s) Requested:	Day of Week:
Start time of activity:                      AM or PM                      End time of activity:                      AM or PM	

**FACILITIES REQUESTED**

<input type="checkbox"/> East Gym	<input type="checkbox"/> Classroom
<input type="checkbox"/> West Gym	<input type="checkbox"/> Soccer Field <input type="checkbox"/> North <input type="checkbox"/> Center <input type="checkbox"/> South
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Other

**OTHER NEEDS**

<input type="checkbox"/> Audio/Visual	<input type="checkbox"/> Sound System
<input type="checkbox"/> Tables	<input type="checkbox"/> Bleachers
<input type="checkbox"/> Chairs	<input type="checkbox"/> Other

➡ NOTE: A Certification of Liability Insurance and check for the full amount according to the Facilities Charge chart above must be submitted with this application. Checks are made payable to "Millburn District 24." Dates will only be approved when school is in session.

The undersigned, who is to be in charge of the activities, is 21 years of age or older. He/She agrees to be responsible to the Board of Education for the use and care of the school property. He/She further agrees to be personally responsible for any damage to property other than ordinary wear and tear due to such facilities use.

Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Facilities Use     APPROVED     DENIED    Other Needs     APPROVED     DENIED    Principal Approval \_\_\_\_\_

Room Assignment

Dates that are NOT included with this application