



Application for Facilities Use

MILLBURN C. C. SCHOOL DISTRICT 24 • 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 spaces - \$10 each \$25 per gym or cafeteria; for 2 or more spaces - \$50 each	\$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 event**	

*This additional fee will be charged only at times we have to schedule a custodian during non-working hours regardless of the number of rooms rented by a group.

**Lindenhurst Park District is exempt.

Contact Person: Sheri Mevarden Email: redappleacademy@msn.com
Mailing Address, City, State, Zip: P.O. Box 6245 Lindenhurst, IL 60046 Phone: 847-265-5668

GROUP INFORMATION

Name of Requesting Group: (Scout groups must include troop/den number and grade level)

Red Apple Academy, Inc.

Check one:

☐ District Organization ☐ Colleges and Universities ☒ Commercial ☐ Non-Profit

Purpose and Nature of Activity (briefly)

Preschool

Anticipated Number of Participants:

50

Activity will be open for ☐ General Public ☒ Group Members Only ☐ Restricted to:

DATE and TIME REQUESTED

Check one: ☐ Single Meeting Date ☒ Series of Meetings

Date(s) Requested: Sept - May Day of Week: M-F

Start time of activity: 8:00 AM or PM End time of activity: 3:30 AM or PM

FACILITIES REQUESTED

☐ East Gym ☒ Classroom ☒
☐ West Gym ☐ Soccer Field ☐ North ☐ Center ☐ South
☐ Cafeteria ☐ Other

OTHER NEEDS

☐ Audio/Visual ☐ Sound System
☐ Tables ☐ Bleachers
☐ Chairs ☐ 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: [Signature]

Date: 12-14-11

For Office Use Only

Facilities Use ☐ APPROVED ☐ DENIED

Other Needs ☐ APPROVED ☐ DENIED

Principal Approval: [Signature]

Room Assignment

Dates that are NOT included with this application