



Application for Facilities Use

MILLBURN C. C. SCHOOL DISTRICT 24 • www.millburn24.net

Updated 02/23/2015

- Millburn Elementary School • 18550 Millburn Road • Wadsworth, IL 60083 • PH 847-356-8331 • FAX 847- 356-9722
- Millburn Middle School • 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 the Millburn Board of Education.

CATEGORY	CHARGES	NOTE: PAYMENT IS DUE IN ADVANCE OF THE SCHEDULED EVENT	Custodial Fee
District Sponsored, PTO and Foundation	Waived		Waived
Charitable and Non-Profit (requires proof of tax-exempt status)	<ul style="list-style-type: none"> ➤ \$5 per classroom; for 2 or more classrooms - \$10 each ➤ \$50 for gym ➤ \$50 for cafeteria 		\$37 per hour*
Colleges and Universities	\$50 per hour		\$37 per hour*
Commercial	<p>Whichever is greater: 15% of gross revenue realized through location OR \$15 per classroom/\$75 per gym or cafeteria.</p> <p>Whichever is greater, for daily, exclusive school-year use: the rental charge will be a minimum of \$4250 per classroom or 20% of gross revenue. If anticipating using % of revenue, a \$50 refundable deposit is required with application.</p> <p>A check for the full amount of charges or the \$50.00 deposit as listed, is due with this application. Checks are made payable to "Millburn District 24."</p>		\$37 per hour*
Field Use	\$20 per field**		

*This additional fee will be charged when a custodian needs to be scheduled during non-working hours (including clean up)

**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"/> Commercial <input type="checkbox"/> Non-Profit <input type="checkbox"/> Colleges and Universities
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

Dates will only be approved when school is in session.

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

OTHER NEEDS

<input type="checkbox"/> East Gym (does NOT include Stage)	<input type="checkbox"/> Classroom	<input type="checkbox"/> Tables	<input type="checkbox"/> Bleachers
<input type="checkbox"/> West Gym	<input type="checkbox"/> Soccer Field (see below for field assignment at Elem Sch)	<input type="checkbox"/> Chairs	<input type="checkbox"/> Other
<input type="checkbox"/> Cafeteria (does NOT include Kitchen)	<input type="checkbox"/> Other		

CERTIFICATE of LIABILITY

A Certificate of Liability Insurance with Millburn School District 24 listed as an additional insured in the following amounts is needed:

- General liability- \$1,000,000 per occurrence /\$3,000,000 general aggregate.
- Auto liability: \$1,000,000 per occurrence.
- Workers Compensation- \$1,000,000/\$1,000,000/ \$1,000,000

All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities. The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times. Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity. Only assigned classrooms, the cafeteria, auditorium, gymnasium, and assigned athletic fields, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time. No tables, bleachers, furniture or equipment may be moved without prior approval from the Building Principal. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here to agree to above statements.*

All non-school related groups must agree to:

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the School Board's discretion.
- Supply proof of insurance naming MILLBURN SCHOOL DISTRICT 24 as an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property loss:

Insurance provider name and contact number _____

_____ *Initial here to agree to above statements.*

If the request involves a physical fitness facility, the non-school related group must:

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and AED use.
- Be given a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- 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 the activity.
- Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed.

_____ *Initial here to agree to above statements.*

➡ If charitable or non-profit organization, proof of tax-exempt status is attached.

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

Applicant name *(please print)*

Telephone number

Address

Email address

Applicant signature

Date

Millburn Elementary School SOCCER FIELD ASSIGNMENT

<input type="checkbox"/> A Northwest Field	<input type="checkbox"/> B Northeast Field	<input type="checkbox"/> C Center-west Field	<input type="checkbox"/> D Center-east Field	<input type="checkbox"/> E South Field
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For Office Use _____

Facilities Use **APPROVED** **DENIED**

Other Needs **APPROVED** **DENIED**

Principal Signature _____ Date _____

Room
Assignment

Dates NOT included with this application