

BLOOMINGDALE SCHOOL DISTRICT 13
Application/Contract for Use of District Facilities

PLEASE PRINT

Organization Requesting Use of Facilities

Authorized Representative

Representative's Title

Mailing Address

City/State/Zip

Email Address

Business Phone

Event Supervisor

Cell Phone

Home/Business Phone

Insurance Company

Policy Period

(Attach Certificate of Insurance naming Bloomingdale School District 13 as the Additional Insured)

Facility Requested

Area(s) Requested

Date(s) Requested

Time of event: Open Time

Start Time

End Time

(we will add prep/cleanup time)

Expected Attendance

Age group

No. of Adult Supervisors

Special arrangements or custodial setup requested

The above listed Organization/Authorized Representative and Event Supervisor have read the Bloomingdale School District 13 Use of Facilities Handbook and, by signing this application, agree to abide by all rules and regulations specified within. In addition, I/we do hereby stipulate and agree to indemnify and hold harmless School District 13, in whole or in part, with respect to any claims and expenses incurred by reason of any claims, for personal injury or property damage arising in connection with the use by such organization of the facilities of said School District 13, and shall, if required by the Board of Education of said School District, obtain public liability insurance.

Authorized Representative Signature

Date

EQUIPMENT AND SETUP REQUEST

Name of Organization _____

Date and Time of Event _____

Facility Requested _____

Room(s) Requested _____

Open Time _____ End Time _____

Is a setup required?* Yes _____ No _____

* If setup is required Group 2, 3, and 4 organizations will be charged according to the chart on Attachment B for custodians to setup and takedown furniture and equipment. Insurance limitations restrict organizations from performing setup and takedown on their own.

Equipment Needed: (check all that apply)

Podium _____ PA System _____ Projector _____ A/V Screen _____

Table in Lobby Area _____

Gymnasium Seating Capacities

| | Erickson | DuJardin | Westfield |
|------------------|----------|----------|-----------|
| Seating w/tables | 200 | 200 | 200 |
| Seating Only | 250 | 200 | 300 |
| Bleachers | | | 250 |
| Commons | | | 150 |
| Commons w/tables | | | 100 |

Please provide a diagram of your setup request. Draw a rectangle for tables and use an X for chairs. (You may use the opposite side of this form for set up diagram)

PLEASE - NO FOOD OR DRINK ALLOWED IN CLASSROOMS