

# BLOOMINGDALE ELEMENTARY SCHOOLS

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DU PAGE SCHOOL DISTRICT 13

DR. JON BARTELT  
*Superintendent*  
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*Assistant Superintendent*

DISTRICT OFFICE  
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## Use of School Facilities Application

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Circle One: CIVIC-PROFESSIONAL-RELIGIOUS-PRIVATE-SCOUTS-OTHER \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Phone No.: \_\_\_\_\_

BUILDING DESIRED (Circle one):    ERICKSON    DUJARDIN    WESTFIELD

Areas Needed: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Request is for (Circle one):                      WEEKLY MTGS.    MONTHLY MTGS.    SPECIAL DAY

Date(s) requested: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

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If requesting multiple dates, please list each date individually

Times: OPEN DOOR \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

Please provide any additional information regarding your event, or any special requests you may have:

\_\_\_\_\_  
\_\_\_\_\_

### FACILITY USE FEES

Only the cafeteria, auditorium, gymnasium, and athletic field along with needed hallways and parking areas, are available for community use. All non-school related groups will be charged a fee for the use of school facilities. Rental charge for non-school related activities is **\$50 PER HOUR PER SPACE**. In addition, any organization requesting the use of a facility on a weekend, or some other time when a custodian is not normally working, will be charged the current custodial overtime rate providing arrangements can be made with our custodial staff.

APPROVED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

CERTIFICATE OF INSURANCE EXPIRES: \_\_\_\_\_

## PROCEDURES

1. Organizations desiring to use school facilities shall secure application forms from their **school building**. The Assistant Principal. Any request which may be considered unusual will require Board of Education approval. Application forms should be returned **at least one week prior to date of event**.
2. It is understood that District 13 school activities and Bloomingdale Park District activities have preference over outside activities in using the school building. A school or park district activity may be scheduled after your request has been processed. In such cases, your activity will be moved. We will provide you with as much notice as possible if such an event occurs. Buildings are available by special arrangement only, and only on days that are not legal or school holidays. If permission is granted, we agree:
  - a. **to indemnify save harmless and defend** County Board of School Trustees of DuPage County, Illinois, Bloomingdale Public Schools District 13, DuPage County, Illinois, members of the Board of Education of said District #13 and their respective officers, agents and employees against all suits, actions, legal proceedings, claims and demands in any manner caused by, arising from, incident to, connected with or growing out of the use of school facilities by the rental organization.
  - b. **to furnish a certificate of insurance** (public liability and property damage) to guarantee the payment of any claims for injuries or damage to persons or property occurring during or arising from the use of the rented portion of the premises by the renting organization. Said coverage shall insure the renting organization in amounts **not less than \$100,000 for injury to one person, and \$50,000 for property damage**, including damage to school property.

The certificate of insurance or copy of endorsement **shall name Bloomingdale Elementary School District 13, DuPage County, Bloomingdale, Illinois, members of the Board of Education of said District 13, and their respective officers, agents and employees, all in their official capacities, as additional insured** and shall be sent through the Assistant Principal to the Director of Finance **before** the renting organization enters upon school facilities under the terms of the rental agreement. The insurance coverage shall be with a company acceptable to the Director of Finance.
  - c. **to not serve alcoholic beverages or allow** same to be consumed on school premises; **to not allow the use of tobacco** on school premises.
3. The facilities **may not be used by a profit-oriented organization**.
4. The first organization to bring in the completed forms will be listed with the first choice of date, time and place on the calendar.
5. The only items that may be borrowed and removed from the school grounds are tables and chairs. All items must be checked out and checked in. Appropriate custodial fees will be charged. Any of this equipment leaving the premises will be assumed in good condition.
6. No custodial time is to be used by your organization unless it pays for the time. If your activity requires set up and tear down of chairs, tables or other equipment, you may either provide the labor to do so or pay our custodians to do it on overtime. They have an eight hour a day job to do for us in cleaning and maintaining the school. They are not there to provide additional service to your organization.
7. Your organization is responsible for providing adequate supervision so that the school building and equipment are not damaged. If something was not damaged when your organization enters the building, but is found damaged after your organization leaves, your organization will be billed for the repairs.

8. The user recognizes that their continued use of school facilities is dependent upon the lack of damage incurred and the user's ability to enforce the above.
9. If applicable, an invoice will be sent to the person responsible after the event takes place. Checks should be made payable to: BLOOMINGDALE SCHOOL DISTRICT 13.

**SPECIAL NOTE:** All District 13 facilities are equipped with Automated External Defibrillators (AED). All custodians are trained users of this equipment. It is the group's responsibility to become familiar with the location(s) of AED devices.

**I have read the above regulations and accept responsibility for seeing that**

\_\_\_\_\_ **abides by them.**  
(Name of Organization)

**SIGNATURE OF REPRESENTATIVE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PHONE:**H \_\_\_\_\_ **W** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

It is understood that your signature above indicates that you agree to abide by all the regulations of the Board of Education regarding the use of facilities.

### Custodial Services

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date and Time of Use)

**CIRCLE ONE:**

ERICKSON

DUJARDIN

WESTFIELD

<b>Gymnasium</b>	YES		NO	
<b>Kitchen Facilities</b>	YES		NO	
<b>Podium</b>	YES		NO	
<b>Public Address System</b>	YES		NO	
<b>Table in Lobby Area</b>	YES		NO	
<b>Coat Rack</b>	YES		NO	
<b>Stage</b>	YES		NO	

Please list the time you would like to have the outside door opened \_\_\_\_\_  
and the time you anticipate the last of your group will leave the building  
\_\_\_\_\_.

**You will be charged from the time the outside door is opened until the last of your group actually leaves the building. Any cleanup time will be added to the above time.**

As noted on the previous page, you may provide your own labor to set up and tear down tables and chairs. If you wish to have a custodian do a full room set-up, you will be charged the current overtime rate for this service.

<b>Capacities:</b>	Erickson	DuJardin	Westfield
Seating at Tables	200	200	200
Folding Chairs	250	200	400-600 max.
			Gym-5800 sq. ft.
			Commons-4000 sq. ft.

Number of chairs \_\_\_\_\_ and tables \_\_\_\_\_ required for set-up. Indicate your set-up on the drawing below, using **lines** to show chairs and **rectangles** to show tables.