



# Request for Use of Facilities

## Cass School District 63

This form should be completed in its entirety and be returned to Gayle Wilson at [gwilson@cassd63.org](mailto:gwilson@cassd63.org) or at the Cass School District Office located at 8502 Bailey Road, Darien, Illinois 60561-5333.

Name of Organization \_\_\_\_\_

Street Address/City/State/Zip \_\_\_\_\_

Contact person regarding this application \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Contact person's home phone \_\_\_\_\_ Business/Daytime phone \_\_\_\_\_

Request use of ☐ CONCORD SCHOOL ☐ CASS JUNIOR HIGH

Room(s) or grounds area requested \_\_\_\_\_

Date(s) needed (day, date, year) \_\_\_\_\_

Facilities to be used for \* \_\_\_\_\_

\* *Please do not hire any third-party vendors to work or provide entertainment at District facilities without first receiving prior consent from the District Office.*

Equipment needs (chairs, tables, projector, etc.)\* \_\_\_\_\_

\* *Please do not bring in any outside equipment to District facilities without first receiving prior consent from the District Office.*

Do you have need to access the District Guest WiFi ☐ YES ☐ NO

If you answered YES to this question, please leave a contact name and phone number so that we may reach you with this information. \_\_\_\_\_

**Start/End Times** Start time \_\_\_\_\_ End time \_\_\_\_\_

**Participants** Estimated attendance \_\_\_\_\_

**Insurance Requirements** The Board of Education requires a hold-harmless indemnification and a certificate of insurance for the required minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate. Your organization will need to list Cass School District 63 as an additional insured in its policy. Please submit the signed hold harmless indemnification and insurance certificate with this application.

**First Aid** All groups are required to bring their own first aid kit, including ice packs, band-aids, etc. The District does not provide first aid kits. An AED (defibrillator) is located near each gymnasium for emergency use.

**District Facilities/Equipment** Out of concern for the safety of all, the District prohibits anyone other than District employees from taking down/putting up lunch tables, pushing in/pulling out the gymnasium bleachers, moving tables or chair racks and moving, operating or adjusting any heavy furniture or equipment (e.g.,

basketball baskets). If you should require assistance with this while utilizing District facilities, please request a custodian to assist you with your need.

**Schedule of Charges**

**Monday through Friday Only**

- A. Use of gymnasium at Cass (full gym) ..... \$100.00
- B. Use of gymnasium at Cass (half gym) ..... 50.00
- C. Use of gymnasium at Concord ..... 50.00
- D. Use of multi-purpose room at Cass ..... 50.00
- E. Use of multi-purpose room at Concord ..... 50.00
- F. Use of baseball/football field at Cass..... 100.00

**Saturday and Sunday Only**

- G. Hourly Rental Fee for any room rented ..... 50.00/hour

If you wish to rent equipment cost will be provided at time of request.

**Hours of Operation**

The Cass Junior High School multipurpose room is available for evening use on school days from 6:00 p.m. until 9:00 p.m. and the gym is available from 6:00 p.m. until 9:00 p.m. except on days the school is holding an event. On days where an after school event is taking place, the gym may be available following the conclusion of the event (approximately 6:30 p.m.). The Concord Elementary School multipurpose room is available from after school until 9:00 p.m. and the gym is available from 6:00-9:00 p.m. on school days. If a group wishes to use the facilities at times other than what is noted (i.e. weekends), please contact Gayle Wilson at [gwilson@cassd63.org](mailto:gwilson@cassd63.org) or 331-481-4000 to check for availability.

**Confirmation and Payment**

Payment is required 15 business days after receipt of invoice from the District.

**Cancellation**

If an event is cancelled three (3) or more business days prior to scheduled date, there will be a non-refundable charge of 25% of the rental fee. Should the event(s) be cancelled within three (3) business days of the scheduled date, no refunds will be issued. If the District cancels your event for any reason, a full refund will be issued.

As the authorized representative of the requesting organization, I agree to the conditions of use and charges, which have been established by the Board of Education. I also agree that the above organization will not represent itself or any of its activities as being sponsored by the School District, unless the group is formally recognized by the Board of Education.

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Approved:

Date: \_\_\_\_\_

By: \_\_\_\_\_

Cass School District 63



# **Request for Use of Facilities Hold Harmless Indemnification Cass School District 63**

To the extent permitted by law, \_\_\_\_\_, shall indemnify, protect, hold harmless, save and keep harmless the Cass School District 63 Board of Education, its employees, officers, agents, attorneys, and any other representatives from any and all claims, charges, actions, causes of action, complaints, obligation for damages (including but not limited to compensatory, exemplary and/or punitive damages), losses, expenses, attorneys' fees or costs, loss of earnings, debts, and any and all other demands which arise out of the use of Cass School District 63 facilities.

\_\_\_\_\_  
(User/Entity) Signature

\_\_\_\_\_  
(User/Entity) Printed

\_\_\_\_\_  
Organization

Received by Cass School District 63

Date: \_\_\_\_\_ By: \_\_\_\_\_