

# LEYDEN COMMUNITY HIGH SCHOOL DISTRICT 212

## Application For Use of School Facilities and/or Equipment

*Applications must be received ten (10) working days prior to the requested facility use date. An approved Application for Use of School Facilities and/or Equipment must be received by the applicant before the facility will be available to the group. Applications for the next school year will not be accepted until March 1 on the prior school year.*

East Leyden High School

West Leyden High School

Facility Requested:			
Purpose:			
Equipment Required:			
Date of Application:			
Name of Organization:			
Address of Organization:			
City:		State:	
		Zip Code:	
Applicant's Name:			
Phone Number:		Email:	

*The undersigned agrees that he/she will be responsible to the school district for the use and care of the school property on behalf of the organization. The undersigned agrees to adhere to additional terms and conditions on Page 3 of this application. Your signature signifies that you have read all instruction and will guarantee adherence for the above group.*

**Applicant's Signature:**

Date(s) Facility Required:			
Time Facility Required:			
Number Expected to Attend:		Admission Charged:	
Food/Beverages to be served: <small>(Kitchen facilities are not available.)</small>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

**FOR OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Date Certificate of Insurance Received: \_\_\_\_\_

Charges to be Paid by Applicant (see page 2):

Facility	\$	_____
Maintenance Services	\$	_____
Other	\$	_____

**APPROVED:**

Building Principal/Assistant Principal	Date
Athletic Director	Date
Fine Arts Director	Date
Chief School Business Official	Date

*The Use of Facility Agreement may be cancelled, under reasonable circumstances, as a result of inclement weather conditions, unexpected use required by the district for a district sponsored event, and/or non-compliance of the terms and conditions governing the use of the district's facility. The district reserves the right to limit days of use with no minimum notice requirement.*

**RETURN APPLICATION, HOLD HARMLESS AGREEMENT, AND CERTIFICATE OF INSURANCE TO:  
Chief School Business Official, 3400 Rose Street, Franklin Park, Illinois 60131**

## **HOLD HARMLESS AGREEMENT**

TO THE BOARD OF EDUCATION  
OF LEYDEN COMMUNITY HIGH SCHOOLS  
DISTRICT 212, COOK COUNTY, ILLINOIS

The undersigned applicant for use of the facilities and/or equipment of Leyden Community High School District 212, Cook County, Illinois (the "School District"), hereby agrees and promises to indemnify, hold harmless and, at the option of the School District, defend the School District from any claim for property damage or personal injury, including death, and from any loss arising out of the use granted by the School District and/or the failure of the applicant to perform any obligation to the School District under general rules and regulations for use of school buildings, grounds and equipment. Loss, as used in this agreement, includes, but is not limited to, the School District's reasonable attorney's fees and costs and expenses of investigation, litigation and/or settlement of any such claim or loss. As used in this agreement, the term "School District" includes the Board of Education and its members, employees and agents in their official and individual capacities.

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Applicant (Print Name)

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Applicant's Signature

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Date

<b>USE OF FACILITY CHARGES</b>	
<b>FOR OUTSIDE GROUPS</b>	
<b>TYPE OF FACILITY</b>	<b>CHARGES</b>
Classroom	\$35 per hour
Little Theater or Eagle's Wing	\$75 per hour
Auditorium	\$400 per day
Auxiliary Gym	\$100 per hour
West Leyden Swimming Pool (must provide own qualified pool supervisor)	\$100 per hour
East Leyden Natatorium (must provide own qualified pool supervisor)	\$250 per hour
Wrestling Room	\$150 per hour
Tennis Court	\$15 per hour/per court
Band/Orchestra/Choral Room	\$75 per hour
Football Stadium	\$250 per hour
Lights for Football Stadium	\$100 per hour
Baseball/Softball/Soccer Fields	\$150 per hour
North Grounds	Not Available
Cafeteria Kitchen Only	Not Available for Outside Use
Cafeteria (not available for staging)	\$250 per hour
Staff Dining Room	\$75 per hour
Field House	\$250 per hour
<b>ADDITIONAL CHARGES</b>	
Leyden Personnel Assigned to Event = \$70.00 per hour (2 hour minimum)	

**Additional Terms and Conditions for Use of School Buildings, Grounds and Equipment:**

1. There shall be no alcoholic beverages brought to or consumed in the building or on the grounds.
2. There is to be no smoking in the building and on the premises at any times.
3. The Hold Harmless Agreement is a part of this application, the original of which must be signed by the applicant, returned with this application, and shall be binding on the applicant at such time as the application is approved by the District.
4. The renting organization shall leave the facilities and related area clear and clean after use. All equipment must be returned to its previous location and be in proper order. The renting organization may be billed for any necessary cleaning, damage to the equipment, or replacing any equipment damaged or lost.
5. Operation of auditorium equipment is managed by the Theater Production Manager. Any operation by others must be approved and supervised by the Theater Production Manager.
6. Leyden personnel assigned to work the event will work a minimum of 2 hours. Charges for any Leyden personnel will equal \$70.00 per hour.
7. Fee associated with use of the district's facility will be billed after use and will be due within 30 days of the invoice date.
8. Any cancellations must be made 48 hours prior to use of facility, or charges may be assessed.
9. The renting organization agrees to publicize an event held at the district's facility ONLY after receipt of the approved Use of Facility agreement.
10. It is the renting organizations obligation to acquaint themselves with the location of an Automatic External Defibrillator (AED). The renting organization shall advise all personnel which it brings to the facility of the location of the AED. The school district does not assume any obligation beyond that which may be assigned to it by statute, and it is not responsible for the use or misuse of the AED by any person not in its employ.
11. The renting organization will provide a certificate of insurance with the following coverage:
  - a) Commercial General Liability with an each occurrence limit of \$1,000,000 naming Leyden High School District 212, its Board of Education, and employees as additional insured on a primary and non-contributory basis.
  - b) If employees of the renting organization will be on site for the requested rental, then the certificate of insurance must include workers compensation coverage (Statutory benefits and \$500,000 Coverage B) with a waiver of subrogation in favor of the District.
12. No sub renting or sub leasing of the facility is permitted by the renting organization. No additional outside organizations are permitted working on or at the facility.