

**Board of Education  
River Grove School District 85.5  
2650 Thatcher Avenue  
River Grove, Illinois 60171**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**Please read and sign all papers attached and return to school. Signed forms will be returned upon approval.**

This form is to be completed and signed by the authorized representative of the organization requesting the use of school facilities. A completed application form must be filed in the school office and approved by the Principal, Superintendent and Board of Education before the facility is reserved.

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

\_\_\_\_\_  
Facilities Requested (auditorium, gym, etc.)

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Type of activity (basketball, meeting, etc.)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date (s)

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Day(s) of Week

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Time Doors Open

\_\_\_\_\_  
Close

\_\_\_\_\_  
Equipment requested:

\_\_\_\_\_  
Will an admission fee be charged? YES NO

\_\_\_\_\_  
Amount \$

\_\_\_\_\_  
Approximate number of participants

\_\_\_\_\_  
Number of Chaperones (planned)

\_\_\_\_\_  
Number of Chaperones (actual)

**ASSURANCES**

I am aware that a facility rental fee may be charged for the use of facilities. Our organization (group) agrees to follow the building usage rules and regulations of School District No. 85.5. See attachment to this application.

I have read and understand the District's Policy 10.00 (found on the district website).

It is understood that District No. 85.5 school activities have preference over outside activities in using the school building, and also that the buildings are not available on school holidays or weekends unless, when possible, special arrangements are made.

If permission is granted, we agree to be responsible for any injuries sustained by any person attending or participating in the program or activity during our use of the above school facilities, and to be responsible for replacement in case of any property damage or loss incurred. We also agree to save harmless the Board of Education of School District 85.5 and its employee from any accident or liability arising as a result of said organization's or its invitee's use of said premises.

\_\_\_\_\_  
Signature of Organization's Authorized Representative

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**Applicant – Do Not Complete Below This Line**

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Reviewed by Principal  
Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reviewed by Superintendent  
Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reviewed by Board of Education  
Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Request Approved**

\_\_\_\_\_  
Date

This approval is subject to certain other conditions:

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**Request Denied**

\_\_\_\_\_  
Date

This request cannot be granted because:

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**BUILDINGS AND SITES - SERIES 10.000**

**USE OF SCHOOL PROPERTY**

The Board of Education recognizes the need for educational, recreational and athletic programs for the citizens of the District. Therefore, the Board of Education encourages the use of school facilities by the citizens of the District to meet these needs.

Programs of interest to citizens of the District, subject to District regulations and safeguards, may be instituted when feasible and practical. The operation of these programs shall be under the direction of the Superintendent. When such a program is being sponsored by groups or organizations that are affiliated with the school, approval for such use may be given by the Superintendent.

The District endeavors to cooperate with community agencies in the development, coordination and implementation of educational, recreational and athletic programs. Any expense incurred for provision of sponsors, additional maintenance or supervision incurred for the use of school property will be the full responsibility of the entity requesting use of the district facilities.

Adopted: 3/4/75  
Revised: 12/5/78  
Revised: 2/9/93  
Revised 6/22/99  
Revised: 10/27/09  
Revised: 11/12/13

**BUILDINGS AND SITES - Series 10.000**

**USE OF SCHOOL PROPERTY – RULES AND REGULATIONS**

1. Meetings – school gymnasium, auditorium or other rooms may be used without charge for meetings of pupils, teachers, parent groups or civic organizations affiliated directly with the school or for entertainment for the benefit of the school and community.
2. Such meetings shall have precedence over all others and may be held by arrangement with the Superintendent, who will assume responsibility therefore and either be present in person or represented by responsible adult.
3. The use of school building by the public is permitted for meeting of an educational, religious, patriotic, civic, music or social nature intended to promote public welfare provided they do not interfere with school affairs. The charge for such meetings shall be fixed by the Board. A \$50.00 per hour service fee may be assessed on non school days (Saturdays, Sundays, holidays and school vacation days) when custodians are not on duty and need to be paid overtime to open the building and supervise the use of the facilities. Request for the building must be made well in advance, and a permit issued by the Board covering terms of agreement. In no case will the district bear any cost related to the supervision or operation of any entity using the district facilities.
4. Proper supervision of building facilities must be furnished by the organization. If any damage is done to school property, the cost of the repairs must be paid by the organization.
5. Custodian – The building may not be used without a regular custodian, or a school official in charge.
6. No private gain – The school building may not be used for private or individual gain.
7. Any form of gambling is prohibited.
8. Liquor in any form is prohibited.
9. Time – all night functions must close by 10:30 P.M. 9:30 P.M. is suggested for Youth Organizations.
10. **Two copies of the Rules Governing the Use of School Facilities are to be sent to each organization making a request. One set of the Rules is to be signed and returned along with the request. No request will be honored without the signed Rules on file. The organization is to maintain a copy of the rules for their benefit.**

**BUILDINGS AND SITES - Series 10.000**

**USE OF SCHOOL PROPERTY – RULES AND REGULATIONS**

11. All liability for cost or loss resulting from any entity's use of facilities will be the responsibility of the entity granted use of the facilities.
12. Rules Governing the Use of School Facilities:
  - A. In all cases, groups from the School District's attendance area will have preference on the use of the facilities.
  - B. Any group desiring to use the River Grove School facilities shall be an organization with a corps of officers. It must first obtain a permit from the Board of Education. The request for the permit must state the date, time, proposed use, the area to be used, and the services and/or equipment desired. The request shall be signed by an adult authorized by the organization sponsoring the activity who resides with-in the School District's attendance area.
  - C. Any damage to the school property must be reported in writing to the Superintendent, or his office, immediately after such damage has been incurred.
  - D. The sponsoring organization shall be responsible for all damage done during the time stated on the permit. The sponsoring organization shall provide such adult supervision as will be necessary to control the activity.
  - E. The entire activity shall be confined to the area and the time designated on the permit.
  - F. No offensive language is to be used by the participants or spectators.
  - G. Proper respect and consideration shall be accorded to those living in the immediate area.
  - H. The Board of Education, or it designated representative shall be the sole judge as to whether the condition of the grounds is suitable for the activity scheduled.
  - I. All automobiles shall be parked in accordance with posted signs as established by the Village of River Grove and the School District.
  - J. A copy of these rules and regulations shall be signed by a representative of the organization sponsoring the activity and by the leader of each group participating. These signed copies shall be kept on file in the School District office with a copy of the Facility Request, and shall indicate knowledge and acceptance of these rules and regulation. The address and telephone number of the signing individual shall also be shown.

**BUILDINGS AND SITES - Series 10.000**

**USE OF SCHOOL PROPERTY – RULES AND REGULATIONS**

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Name of Representative

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Address

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Phone

Adopted: 3/4/75

Revised: 12/5/78

Revised: 2/9/93

Revised: 6/22/99

Revised: 10/27/09

Revised: 11/12/14

**BUILDINGS AND SITES - Series 10.000**

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