**Community High School District 99**

Application for Use of School Facility

1. **Type of Group** (please check one):

**Category A**: Groups sponsored by District 99, established for the sole benefit of District 99, and/ or initiated by District 99, including Local Governmental Entities Serving District 99. • Student Groups • Parent Groups/Booster Clubs • District 99 Education Foundation • Associated Elementary Districts 58, 60, 61, 66, 68 • Downers Grove Area Caucus • Local Governmental Entities Serving District 99

**Category B**: Not-for-Profit Community Groups and Educational Institutions. • Not-for-Profit Community Groups whose membership resides primarily within the District 99 boundaries, such as: o Community youth sports clubs o Service Clubs (i.e., Rotary, Lions, Kiwanis) o YMCA o Fraternal Order of Police o American Cancer Society • Educational Institutions such as: o Parochial and private schools located within District 99 boundaries. **(Proof of Not-for-Profit status is required e.g. IRS letter of determination)**

**Category C:** Other Entities. • For-Profit/Private Entities and Individuals • Groups whose membership reside primarily outside District 99 boundaries • Parochial and private schools outside District 99 boundaries

1. **Name of Group:** Click here to enter text.
2. **Purpose of Rental:** Click here to enter text.
3. **Group Contact:** Name: Click here to enter text.

**P**hone: Click here to enter text. Email: Click here to enter text.

1. **School Preference:** Choose an item.
2. **Facility Requested**: Choose an item.
3. **Additional Facilities Requested:** Click here to enter text.
4. **Date(s) - If this is a recurring event, please attach a list of dates:** Click here to enter a date.
5. **Time (this will be the time that your organization will need to be in the building to set up, run event and exit all participants):** Click here to enter text.
6. **Anticipated Attendance:** Click here to enter text. 11. **Age Group**: Click here to enter text.

12. **Number of Adult Supervisors Provided by above Group:** Click here to enter text.

13. **Will your event require Audio/Visual Tech?** Click here to enter text.

14. **Please provide a description of your event (attach additional sheet if necessary):**

Click here to enter text.

**15. Additional equipment requested:**

Click here to enter text.

**Additional Information regarding facility rentals:**

All rental groups must provide the name of the adult supervisors who will be working with the District 99 Rental Supervisor during the rental contract period. In addition to the District 99 Supervisor, renter must coordinate the presence of one adult supervisor per 30 patrons/participants. For large events, it may be necessary to arrange for a parking lot attendant. This decision will be at the discretion of the district. If the decision is made that a parking attendant will be necessary, it will be the applicant’s responsibility to pay for the attendant. Please note that no food or beverage of any kind, other than **bottled water,** is allowed without express written consent of the District. No smoking or possession of alcoholic beverages are allowed on District property at any time.