Community High School District 99

Application for Use of School Facility

Community High School District 99 is pleased to make its facilities available for community use in accordance with Board of Education Policy #8.20. After accommodating school programs and meeting contractual responsibilities with the Downers Grove Park District, the remaining available time will be allocated for third party use.

Due to the facility needs of school programs, the ability to schedule rental requests will vary by time of year and by campus. Every possible effort will be made to honor approved requests, but the District reserves the right to change rental date(s) and/or time(s) if a District 99 program requires the use of a facility. **Applicants with approved requests will be required to submit a non-refundable fee equal to 50% of the estimated rental fee 30 days in advance of the initial rental date or the contract may, at the option of the school district, be voided**.

 Please complete page 2 of the application and submit by the following dates:

 **June 1** for use from August 1 – October 31

 **September 1** for use from November 1 – February 29

 **December 1** for use from March 1 – May 31

 **April 1** for use from June 1 – July 31

Once an application is received, you will be contacted to discuss the details of your request. If space is available for your event(s), an estimate will be prepared for your review that will outline the estimated costs for the facility, equipment, and personnel. All rental contracts will include a District 99 Rental Supervisor to be present for the duration of the rental period. The Supervisor will arrive at the building 15 minutes prior to the time of your contract to prepare the space and will remain for 15 minutes at the conclusion to lock up and secure the premises. All contracts also require a District custodian. Depending on the type of event and the estimated number of attendees, a custodian will either be assigned at the end of the rental to clean the facility or to be present for the entire contract period to maintain the facility and remain after the event to clean up. All Auditorium rentals will require the addition of an Auditorium Manager and Student Tech Crew members (usually 2) to run the equipment in the Auditorium.

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. The Rental Supervisor will meet with the adult volunteers at the beginning of the rental period to discuss their responsibilities, which will include but are not limited to: first aid and emergency care; providing adequate and appropriate supervision - both for the event’s participants and its attendees - in all areas where people may congregate; prohibiting unauthorized individuals from loitering at the District’s facilities; and keeping the facility neat and free of debris. (Supervision as necessary to protect the facility and to monitor the user’s compliance with the facility use agreement.)

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.