



ADMINISTRATION BUILDING

701 West Gregory Street - Mount Prospect, Illinois 60056

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Facility Use Procedures

School facilities are available only to school district student groups and school district school-related organizations and local governments during non-school hours. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times. Groups must complete the Facility Use Application and must meet district insurance requirements prior to use of school facilities.

School Facilities and Property

- Learning resource centers and teacher lounges are available for use at the discretion of the building Principal and Assistant Superintendent for Finance and Operations.
- Summer use of school facilities is subject to availability based on summer school activities and custodial cleaning schedules.
- Use of school facilities two weeks before the opening of school may not be permitted.
- If the scheduled event takes place in the evenings or on weekends, an additional fee may apply.

Restrictions on Use

1. Acceptable adult supervision must be provided by each group in order to ensure the proper use and care of school facilities and the safety of users. Such supervision must also include the prevention of trespassing in portions of the facilities not authorized for use.
2. Furniture and equipment located at school facilities may not be moved or re-arranged. With proper notification at the time of application, special arrangements for use of furniture or equipment (including technology equipment) may be made at the discretion of the building Principal and Assistant Superintendent for Finance and Operations.
3. When use of the school facility requires additional custodial support as deemed necessary by the principal, groups will be assessed a fee of \$40 per hour per custodian.
4. Groups are limited to use of areas designated in the Facility Use Application and the nearest washroom facility.
5. Groups may not contract with or invite third-parties to enter onto school district property during times of facility use by the group without the prior consent of the principal.
6. The district will not assume responsibility for any property brought into school facilities by outside groups.
7. Any group using school facilities must enforce local, state and federal laws and regulations for fire prevention and safety including all Mount Prospect Fire Department and Village of Mount Prospect ordinances.
8. Groups must call 911 in the event of a medical emergency or whenever an AED is used and must inform the District in the event an AED is used.
9. Groups must follow the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility. Please note the District will not supervise the activity or supply trained AED users.
10. Smoking, the use of tobacco products, alcohol, and the burning of candles on district grounds are prohibited at all times.
11. Consumption of food, soft drinks, etc. is restricted to designated areas.
12. Groups will vacate the facility at the scheduled end time. Use of school facilities is not permitted past the agreed end time.
13. Program cancellations should be given to the school office and Business Office at least five (5) days in advance of the change.
14. On days of emergency school closings, all facility use agreements for that day will also be canceled.
15. The district reserves the right to revoke any prior authorization granted for facility use.