



ADMINISTRATION BUILDING

701 West Gregory Street - Mount Prospect, Illinois 60056

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Facility Use Procedures

School facilities are primarily intended for school use. Therefore, school groups have priority of use. Groups must complete the Facility Use Application and must meet district insurance requirements prior to use of school facilities.

School Facilities and Property

- The administration building, school classrooms, and computer labs are not available for use.
- Learning resources centers and teacher lounges are available for use at the discretion of the building principal.
- 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 is not permitted.
- The district will not make available any technology equipment such as, but not limited to, computers, public address systems, overhead projectors, televisions, DVD players, etc.

Restrictions on Use

1. Acceptable adult supervision must be provided by each group in order to ensure for 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 may be made at the discretion of the building principal.
3. Groups are limited to use of areas designated in the Facility Use Application and the nearest washroom facility.
4. The district will not assume responsibility for any property brought into school facilities by outside groups.
5. 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.
6. 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.
7. 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.
8. Smoking, the use of tobacco products, alcohol, and the burning of candles on district grounds are prohibited at all times.
9. Consumption of food, soft drinks, etc. is restricted to designated areas.
10. Groups will vacate the facility at the scheduled end time. Use of school facilities is not permitted past the agreed end time.
11. Program cancellations should be given to the school office at least five (5) days in advance of the change.
12. On days of emergency school closings, all facility use agreements for that day will also be cancelled.
13. The district reserves the right to revoke any prior authorization granted for facility use.