

Mount Prospect School District 57

Facility Use Application

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.

Complete this form, provide a certificate of insurance meeting the included requirements, and submit to the school office of the facility requested. Upon approval by the Principal and Assistant Superintendent for Finance and Operations your event will be scheduled.

APPLICANT INFORMATION

Organization _____

Contact Name _____ Email _____

Address _____ Telephone _____

Certificate of Insurance meeting requirements has been provided (see reverse)

FACILITY USE INFORMATION

Fairview School Lions Park School Lincoln Middle School Westbrook School

Date of Use _____ Hours of Use _____

Estimated Number of Attendees _____ Description of Use _____

Special Instructions to Prepare for Use _____

AGREEMENT

I acknowledge and agree that:

1. I am authorized to act for the above-named organization.
2. I agree to comply with all Mount Prospect School District 57 policies and procedures governing use of school facilities including the Community Use of School Facilities School Board Policy (8:20), Conduct on School Property School Board Policy (8:30), the Facility Use Procedures, and the District's Plan for Responding to a Medical Emergency, copies of which can be obtained upon request or at www.d57.org.
3. Myself, my group and its participants agree to defend, indemnify and hold the Board of Education, its' officers, employees and agents, their successors and assigns, harmless from any and all claims or demands for loss of, or damage to, property, for injury or death to any person from negligent acts or omissions and for attorneys' fees and expenses arising out of any use of school facilities.
4. I acknowledge that the District assumes no obligation or responsibility in connection with the use of school facilities by your group.
5. I further agree to assume all costs for damages to school facilities or property arising out of our authorized use of the facilities regardless of whether the damage was accidental or deliberate.

Accepted by _____ Date _____
Authorized Signature

SCHOOL USE ONLY

Certificate of insurance provided and meets *Insurance Requirements for Facility Use* _____

Approved by _____ Date _____
Principal Signature

Assistant Superintendent for Finance and Operations

Reviewed by _____
Date _____
Date _____

MOUNT PROSPECT SCHOOL DISTRICT 57 INSURANCE REQUIREMENTS FOR FACILITY USE

All facility use applicants of Mount Prospect School District 57 (MPSD 57) schools are required to provide sufficient proof of insurance. An insurance certificate indicating the following coverage must be submitted to the school office and approved by the principal prior to facility use.

General Liability

X	Each Occurrence	\$ 1,000,000
	General Aggregate	\$ 1,000,000
	Personal Injury	\$ 1,000,000
	Completed Operations Aggregate	\$ 2,000,000

* MPSD 57 must be named as Additional Insured.

Excess/Umbrella Liability

X	Each Occurrence	\$ 2,000,000
	Aggregate	\$ 5,000,000
