

**BOARD OF EDUCATION
DARIEN PUBLIC SCHOOLS DISTRICT #61
ADMINISTRATIVE OFFICES**

7414 Cass Avenue, Darien, IL 60561
Telephone: 630-968-7505
Fax: 630-968-0872

OFFICE USE ONLY Invoice Sent _____ Amt. Paid _____ Date Paid _____
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REQUEST FOR USE OF FACILITIES

TO THE APPLICANT:

Please fill out this application and return to the Business Office at the above address. The Administration will review your application and notify you of its action by returning an approved copy, which should be kept for your records.

Date of Application: _____

Name of Organization: _____

Address/City/State/Zip: _____

Adult (over 21 years of age) who agrees to be responsible: _____

Telephone: _____ Email: _____

Address/City/State/Zip: _____

Is this organization a non-profit group located within District 61? Yes No If Yes, can you provide 501(c)3? Yes No

Nature of the program or activity for which use of the building or grounds is desired: _____

Date(s) Requesting: _____ Time Requesting: _____

School: _____ Grounds or Room(s) Requesting: _____

Kitchen Needed?: Yes No Appliances Needed?: Yes No If yes, what? _____

Will there be an admission charge? Yes No If so, how much per person? _____

The Administration may require a hold-harmless indemnification supported by a certificate of insurance for the required minimum amounts per attached Sample Certificate of Insurance.

Bodily Injury Liability	Property Damage Liability
\$250,000 each person	\$100,000 each accident
\$1,000,000 each accident	

If insurance is required the organization must list Darien School District #61 as an additional insured in its policy. Leasers or renters of District #61 facilities are responsible for all charges and general conditions for leasing or renting facilities.

Legal References: School Code 10-22.11 and 10-22.12

I have been notified that an automatic external defibrillator is available for emergency use in, or near, the gym in each building. I will inform my organization that only trained individuals should operate this equipment.

Public Act – 093-0910

As authorized representative of the above organization, I agree to the conditions of use and charges which have been established by the Board of Education in Policy EBH, Leasing and Renting District #61 Facilities.

Signature

District #61 is in compliance with Title VI-Civil Rights Act of 1964, 42 U.S.C. 2000d-2000d-4, Title 1X-Education Amendments of 1972. 20 U.S.C. 1681-1683, Title II-Americans with Disabilities Act, and Section 504-Rehabilitation Act of 1973, 29 U.S.C. 794.

ADMINISTRATIVE ACTION ON REQUEST FOR USE OF FACILITIES

Your Request For Use of Facilities has been _____ Approved _____ Disapproved.

Date: _____ Signature of Administrator _____

The fee is _____ and is payable to the DARIEN PUBLIC SCHOOLS, DISTRICT #61 promptly after the event is held.