

INTERNAL
REGULAR

Contact Person:	_____
Phone #:	_____
Email Address:	_____
Date of Request:	_____

Notice!
PARKING IN DESIGNATED AREAS ONLY!!
VIOLATORS MAY BE TICKETED & OR TOWED.

**Use of School Facilities Application
 And Agreement – School Year 2021-2022**

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____

CONTACT PERSON	TELEPHONE:
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FACILITY LOCATION: (Circle) GANTNER GILBERT 16TH HIGH SCHOOL MIDDLE SCHOOL

SPECIAL FACILITY REQUESTED	AUDITORIUM	GYM	CLASSROOM
	KITCHEN	FIELDS	
	MEDIA CENTER	OTHER	

Day of Activity:	Day of Week	Month	Date	Year
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Time Of Activity	To	
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Number of Chairs needed	Number of tables needed
Are refreshments being served?	Will admission be charged?

The authorized agent whose name appears in this section shall be present during the activity and agrees that his/her organization will abide by the rules and regulations prescribed by the Elmwood Park Board of Education POLICY 7510. It is also agreed that any damage whatsoever to the building or any part thereof shall be paid for by the contracting party.

Description of Activity to be held:

Authorized Agent/Name:

Address: _____

Telephone: _____

MUST BE COMPLETED WHEN KITCHEN USE IS REQUESTED

_____ is requesting use of the kitchen facilities at
 (Organization Name)

_____ on _____. The contact person
 (School Name)

is _____, who can be reached at _____.
 (Indicate Name and Title) (Telephone Number)

The following equipment is available for use. Please check the equipment you wish to use.

- | | | |
|--------------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Stove | <input type="checkbox"/> Oven | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Pots & Pans | <input type="checkbox"/> Utensils | <input type="checkbox"/> Steam Tables |

Please see cafeteria manager by 2:00 p.m. the day before event for instructions on using all equipment.

The following equipment is **NOT** available for use: Fryer, Slicers, Buffalo Chopper and Cash Registers.

It is **MANDATORY** that the contact person for your organization meet with the Food Service Director of Facilities, **before the date of the event-----> 201-796-8700 x 2830**

The organization is responsible for supplying their own cleaning supplies, and any necessary locks for the refrigerator they may need.

A copy of checklist form completed by Food Service Director should be forwarded to Business Office after the meeting with the representative of the organization.

Facility Rental Fees (Pursuant to Board of Education Policy 7510 Use of School Facilities) BUSINESS OFFICE USE ONLY

Auditorium: (Min. of 5 or 3 Hours)
 **\$150.00/hr. (Group C)
 **\$200.00/hr. (Group D)
 *\$75.00/hr. (Group C)
 *\$100.00/hr. (Group D)
 **Min. of 5 hours required (performance)
 *Min. of 3 hours required (rehearsal)

Cafeteria: (Min. of 4 Hours)
 \$75.00/hr. (Group C)
 \$100.00/hr. (Group D)
 All time over 4 hours @\$50.00/hr.

Kitchens: (Min. of 4 Hours)
 \$75.00/hr. (Group C)
 \$100.00/hr. (Group D)
 All time over 4 hours @\$50.00/hr.
 (Special arrangements must be made with the cafeteria.)

Gymnasium: (Min. of 4 Hours)
 \$100.00/hr. (Group C)
 \$125.00/hr. (Group D)
 All time over 4 hours @\$75/hour

Library: (Min. of 4 Hours)
 \$100.00 Minimum Charge
 All time over 4 hours @\$10/hour

Classrooms: (Min. of 3 Hours)
 \$25.00/hr. (Group C)
 \$50.00/hr. (Group D)
 All time over 3 hours @\$10.00/hr.

Media Center: (Min. of 4 Hours)
 \$75.00/hr. (Group C)
 \$100.00/hr. (Group D)

Field/ Grounds: (One Time Use)
 \$150.00 Per Field (Group C)
 \$200.00 Per Field (Group D)

Special Requests:

Additional Services: @ actual rate
 Cleaning Services
 Kitchen Personnel Services
 Proctors/Site Managers
 Stage Crew
 Black Seal License/Boiler Operator

<p>Category (A, B, C, D): ____</p> <p>Notes: (BOE Use Only)</p>	<p>Total Rental Fee(s): _____</p> <p>Due Date of Payment: _____</p>
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organization/individual has received this contract signed by the Elmwood Park Public Schools' Business Office. I have read the rules and regulations of the Elmwood Park Public Schools and hereby agree to abide by and enforce them. I further agree to indemnify and save the Elmwood Park Public School District harmless from any and all losses and expenses arising out of personal injury, including death or damage to property and including legal fees arising out of the above activity. The Elmwood Park Public School District shall be provided with a Certificate of Insurance naming it as additional insured on our General Liability Policy and coverage will respond on a primary basis.

Availability Clearance:	Fees: Waived Or As Follows:	
Principal:	Rental	Custodial

Athletic Director	Certificate Of Insurance	
Plant Engineer:	Security:	Fire Marshall:
Cafeteria Supervisor:	Board Secretary:	
DATE:	Superintendent:	