

KEENEYVILLE ELEMENTARY SCHOOL DISTRICT 20
Permit For Use of Facilities

Date: _____

Name of Organization: _____

Organization Representative: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Email: _____

Nature of Activity: _____

School Building Requested: _____

Day(s)/ Date(s) Required: _____

Time Requested From: _____ To: _____ Actual Event Time: _____

Facilities Requested: _____

No. of Tables Requested: _____ No. of Chairs Requested: _____

Approximate Number of People Attending: _____

CAUTION SHOULD BE USED WHEN MOVING TABLES. THEY MUST ONLY BE MOVED BY ADULTS.

Additional Equipment Requested (i.e. technology): _____

Special Instructions: _____

SIGNATURE- Authorized Representative: _____ Date: _____

THIS PERMIT IS GRANTED SUBJECT TO RULES AND REGULATIONS ADOPTED BY SCHOOL DISTRICT 20 (SEE PAGE 2) AND MAY BE CANCELLED AT ANY TIME BY THE DISTRICT.

Per _____ Reiley Straub, Director of Operations	Date _____
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Per _____ School Principal	Date _____
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Per _____ Julie Relihan, Director of Communications & Community Relations	Date _____
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THIS PERMIT MUST BE IN POSSESSION OF THE PERSON IN CHARGE DURING THE ACTIVITY DESCRIBED ABOVE.

- Copies to:
- | | | |
|--------------------------------------|------------------------|-----------------------|
| 1. ORGANIZATION | 2. DISTRICT OFFICE | 3. BUILDING PRINCIPAL |
| 4. DIRECTOR OF BUILDINGS AND GROUNDS | 5. BUILDING CUSTODIANS | |

Certificate of Insurance. A Certificate of Insurance will be required from all non-school related groups to verify that the group maintains adequate insurance coverage against personal injury and/or property loss, and to guarantee the payment of any claims for injuries or damage to persons or property occurring during, or arising from, use of the premises by any group or organization. Such insurance shall cover School District No. 20, the Board of Education thereof, the members of the Board of Education individually, and all employees of the School District and shall be written by an insurance company with at least an "AA" financial rating by Best's Insurance Reports, with policy limits in the amount of \$300,000 per person and \$1,000,000 per occurrence. Such insurance must contain a clause that it is cancelable only upon 10 days written advance notice to School District No. 20. A certificate showing such insurance must be filed with the Superintendent at least 5 days before the proposed use of the facilities.

KEENEYVILLE ELEMENTARY SCHOOL DISTRICT 20

Rules and Regulations For Use of Facilities

As part of your application for the Use of Facilities you agree to abide by the following rules adopted by Keeneyville School District 20:

1. Building doors will not be propped open due to safety and security concerns. A violation of this will result in revoking of the permit from the organization.
2. Any Covid related protocols, as recommend by the IDPH, Dupage County Health Department, ISBE and State must be followed by the organization while on the premises.
3. All property will be maintained and left in the same condition as it was found.
4. Any items that are broken will be billed to the organization for replacement.
5. The organization must maintain and provide the District with proper insurance for the entire time of the property usage.
6. The organization will sign the District Permit for Use of Facilities as well as Hold Harmless agreement.

We appreciate the opportunity to partner with our community members to utilize our buildings.