

Kankakee School District # 111 Facility Rental Application

This application must be completed at least 2 weeks prior to the event.

Organization Name: _____

Contact Name: _____

Day Telephone # _____

Night Telephone # _____

Fax # _____

Address: _____

District Building you wish to rent: _____

Type of Event: _____

Description of Event: _____

Dates & Times of Event _____

Practice Dates & Times _____

Expected Attendance _____

Targeted Audience (age group): _____

Advertised/Open to Public _____ Yes _____ No

Will there be a charge to attend your event? _____ Yes _____ No

If yes, what will the charge be? _____

Have you rented our facility before? _____ Yes _____ No

If yes, provide details _____

List any special equipment needs: _____

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List anything unusual about your performance: (Flying Effects, Sound or Visual Effects, Unusual Backdrops)

No hazardous materials, including but not limited to flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto the premises or used in any way while occupying any portion of any School District owned property.

Will you be selling anything?
(Food, T-shirts, etc.) _____ Yes _____ No

If yes, please provide details. _____

Will you need the services of the
District’s Food Service Department? _____ Yes _____ No

If yes, please provide details: _____

If you are providing Catering,
please provide Vendor Name _____

If this application is approved, the organization will be required to provide a copy of the Food Sanitation Certificate for the Vendor prior to entering into the use of the facilities.

What type of Security & Supervision
will you provide for the event? _____

I understand by signing below that if this application is approved, the organization will be required to save and hold harmless the Board of Education, the Administration and the Employees of the Kankakee School District for any and all actions and causes of action or claims for damage arising or growing out of the use and occupancy of the facilities pursuant to this agreement and that the organization has “Occurrence Coverage” insurance for a minimum of \$1,000,000 single combined limit of liability against personal injury and/or property loss and damage and the organization will need to provide a Certificate of Insurance showing Kankakee School District #111 as additional insured prior to entering into the use of the facilities.

Signature Date

Name & A.M. Best Rating
of Insurance Provider: _____

NOTE: All Food and Drink is prohibited in auditoriums and gymnasiums.
The use of tobacco or alcoholic beverages will not be permitted on
School premises under any circumstances.

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Approval Process

Concerns or Issues of Building Principal/Administrator:

Estimated Charges: _____

** Signature of Building Principal/Administrator Submitting Application and Date

Signature

Date

Application Approved by Business Services Department

Application Denied by Business Services Department

Comments: _____

** Signature of Assistant Superintendent of Business Services Reviewing Application and Date

Signature

Date

Once the application is approved by the Assistant Superintendent of Business Services, the Building Principal/Administrator will contact the Renting Organization to finalize the Agreement for Use of School Facilities. The agreement outlines charges for the use of the facility in addition to lighting, custodial and energy charges.