

Community Consolidated School District 46



TEACHERS SCHOOL ROOM USE FORM
Community Consolidated School District # 46
565 Frederick Road
Grayslake, IL 60030

Please complete and send to your school Principal. A copy will be returned to you after approval. For scheduling purposes the operations department will require a 3 day notice for scheduling.

Hours of operation 9:00 to 3:00 pm Saturday/Sunday

Name : _____ Date submitted: _____

School Name: _____

Room Number: _____

Purpose for which facilities will be used.

Day(s) and Date(s) and time requested for use: _____

Opening Time will be held for five minutes; custodian will lock and leave the school.

(The main doors will remain locked during the use of the school.)

By signing this application, I agree to the rules and regulations listed on the reverse side of this form.

Applicant's Signature

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FOR SCHOOL USE ONLY:

The above application is Approved _____ Not Approved _____

Signed: Principal _____ Date: _____

Date: Entered on Now up to date. _____

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FOR DISTRICT OFFICE USE ONLY: Scheduled _____ Disapproved _____

Signed: _____ Date: _____

Operations & Maintenance

RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

Schools maybe accessed during the following hours.

Weekdays until 9:00 pm

Weekends 9:00 - 3:00 pm

- A. The guiding principle relative to the use of school facilities school parties will be the purpose of usage, the consistency with the aims and ideals of public education, and the welfare of the community.
- B. The User agrees to save and hold harmless the Grayslake Elementary School District 46 and agrees to assume responsibility for all liabilities arising incident to the occupancy of said building use, it being understood and agreed that the School District assumes no obligations respecting the use of such premises
- C. Building facilities shall not be used unless the building custodian or a person designated by the Director of Operations & Maintenance is present. The custodian will open rented areas; but will be assigned other regular duties
- D. Keys to the buildings or facilities shall be kept in possession of the custodian and will not be issued to any individual.
- E. The applicant is held responsible for the preservation of order and the protection of school property.
- F. The User shall be fully responsible for all damage or loss of school property, including that belonging to students or employees, occurring during the time the facilities are in use by the User.
- G. All State and Local fire safety laws and regulations must be observed.
- H. When attendance or other conditions require the use of police, firefighters, or parking attendants, the User shall assume full responsibility for their assignments and pay for their services.
- I. All materials used for decorative purposes must be approved in advance by the Building Principal and/or Director of Operations & Maintenance.
- J. No furniture or equipment may be moved without express approval on the permit or written consent of the Building Principal and/or Director of Operations & Maintenance.
- K. Applicants requesting modification or change in the arrangement of school facilities and/or equipment shall first secure written permission and shall bear the full expense of such move.
- L. Any decorations shall be erected in a manner that will not be destructive of school property, and such decorations shall be approved by the Director of Operations & Maintenance.
- M. Children or minors shall be supervised at all times.
- N. Children must restrict their activity to the designated area (no playing is permitted in the public areas, i.e.; corridors, restrooms & entries).
- O. The Board of Education or its representatives must have free access to all rooms at all times.
- P. All permits are subject to suspension by the Building Principal and/Operations & Maintenance for repeated or flagrant violations of the these rules.