



# 2018-2019 FACILITY USE APPLICATION

West Chicago Elementary School District 33  
312 E. Forest Avenue  
West Chicago, Illinois 60185

DATE RECEIVED  
(office use):  
\_\_\_\_\_

To see what space is available, view our reservation calendars at [www.wego33.org](http://www.wego33.org) - then click "Calendar".

|  |               |            |                        |                          |  |
|--|---------------|------------|------------------------|--------------------------|--|
| 1. Name of Organization  |               |            |                        |                          |  |
| 2. Address, City   |               |            |                        |                          |  |
| 3. Building Requested  |               |            | 4. Area                |                          |  |
| 5. Day of the Week   | 6. Date(s)    |            | 7. Time Enter Building |                          |  |
| 8. Purpose of Rental   |               |            |                        | 9. Time Exit Building    |  |
| 10. Room Setup   |               |            |                        | 11. Estimated Attendance |  |
| 12. Name of Applicant  |               | Email      |                        |                          |  |
| 13. Daytime Phone  | Evening Phone |            | Cell Phone             |                          |  |
| 14. Onsite Supervisor's Name   |               | Cell Phone |                        |                          |  |
| 15. Is onsite Supervisor certified in First Aid, CPR, and operation of an AED? |               |            |                        |                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 16. Does your organization charge registration and/or admission fees?          |               |            |                        |                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Approval for Outside Group Use of District 33 Facilities

My organization will leave the school facilities in the same condition in which they were found. If the designated area is "set up" before my use, it will be returned to the "set up" condition when we are finished. School equipment, materials and supplies are not available for our use. Garbage will be disposed of properly and windows that are opened will be closed. Non-compliance with any guideline in this section or listed above may result in loss of building use privilege. Custodial time for setup and cleanup during the week and for weekend building use will be billed at \$40.00/hour (2 hour contractual minimum), or if there is a need for clean up or repair of damage. Weekend and after hours use may be subject to additional utility charges. Use of kitchen facilities requires one cafeteria employee be present at overtime cost to outside group.

I (we) apply to the Board of Education of District 33 for the use of District 33 facilities as described above. I (we) understand that if this application is approved, I (we) hereby expressly agree individually and in behalf of said organization, to indemnify and forever hold harmless West Chicago Elementary School District 33, its officers, board members, and employees, individually and collectively, as to any claims which may arise out of the use of school facilities and herein provided.

*Within 30 days of approval you will receive an invoice. Full payment is due upon receipt. If payment is not made we will cancel the reservation until the invoice is paid.*

I have received a copy of *Guidelines for After School Use of All School District Facilities* and agree to abide by them.

**An approved copy of this form must be in the onsite supervisor's possession each time the facility is used or access may be denied.**

|                        |  |      |  |
|------------------------|--|------|--|
| Signature of Applicant |  | Date |  |
|------------------------|--|------|--|

Return completed form to Mr. Fred Cadena  
Questions (630) 293-6000 ext. 221

Email: [cadenaf@wego33.org](mailto:cadenaf@wego33.org)

Fax: (630) 231-3472

### ----- Office Use Only -----

|                              |  |      |  |
|------------------------------|--|------|--|
| Signature of District Office |  | Date |  |
|------------------------------|--|------|--|

Fee Assessed: \$ \_\_\_\_\_  Certificate of Liability Insurance Received - Expiration Date: \_\_\_\_\_

Designated Entrance \_\_\_\_\_  Custodian Assigned (Weekend Use Only): \_\_\_\_\_

Work order completed \_\_\_\_\_



*West Chicago Elementary  
School District 33*

Guidelines for After School Use of All  
School District Facilities

The following guidelines for all after-school events help ensure the safety and security of West Chicago District 33 Schools, staff members, event participants and the site facilities. We are happy to grant the use of District facilities to community members and organizations whose programs benefit area residents and children. However, the District assumes that such use will not result in damage to the facilities or interfere with regularly scheduled work assignments of District employees. Your cooperation and adherence to the guidelines below provides continued access to well-maintained and secure facilities for everyone to enjoy. It is the responsibility of all leaders of organizations and community groups which use District 33 facilities to be familiar with emergency guidelines and procedures for effective implementation whenever required (see attachments).

1. District 33 sponsored activities take precedence over outside organization activities.
2. Outside organization events will be scheduled on a first come, first served basis after September 15 once all District events are scheduled. Classrooms, art and music rooms, and Library Learning Centers (LLC's) may not be used by outside groups until after 4:00 PM to allow teachers to complete their work day. Some exceptions may be made on a case by case basis. Computer Lab use is highly restricted.
3. Once approved, verify your facility use schedule on the facility-appropriate calendar on the District's website at [www.wego33.org](http://www.wego33.org) - then click "Calendars". If there is any discrepancy, bring it to our attention immediately. This schedule will be strictly adhered to by our building custodians who are not authorized to make modifications including room changes.
4. If the event supervisor has arrived, the main entrance door will be unlocked 15 minutes prior to the start of an event and remain open for 15 minutes after the event is scheduled to begin. (Example: For a practice starting at 7:00 PM, the doors will be open from 6:45 PM to 7:15 PM.) The expectation is the event supervisor will arrive 15 minutes before the start of the event.
5. Under NO circumstances will the building custodian allow participants into the building without the event supervisor present. If the event supervisor did not arrive 15 minutes before the start of the event, the custodian will check again at the start time of the event. If the event supervisor is present, the doors will be opened.
6. Participants must enter and exit through the designated entrance doors of the facility. Only event supervisor(s)/sponsor(s) may allow participants to enter/exit, and only through the designated doors. It is the responsibility of the event supervisor(s)/sponsor(s) to see that the door closes and locks immediately. Exterior doors must never be propped open by objects (i.e. sticks, wood chips, large stones, etc.)
7. An approved copy of the Facility Use Application must be in the event supervisor's possession each time the facility is used or access may be denied. (This requirement is waived for all District 33 sponsored events.)
8. Names of all authorized coaches must be submitted to the District Office 48 hours prior to the first event.
9. All event supervisors, sponsors, and/or coaches must wear an ID badge provided by the organization they represent.
10. Upon entering the facility, obtain a walkie-talkie from the custodian to communicate in case of emergency. Return the walkie-talkie to the custodian prior to leaving the building.
11. Familiarize yourself with the location of the emergency folders and their contents provided for after school use. This includes knowledge of all emergency exits.

12. All District equipment, including copy machines, computers, and coffee service are not available for outside group use. The phones can be used for emergencies only.
13. Doors will not be unlocked at the end of an event. All participants can easily exit through the designated doors, which are locked to the outside.
14. Events must begin and end at the designated and approved time.
15. Children must be supervised by an adult **at all times** and in all areas, including washrooms and hallways.
16. Participants must conduct themselves in a safe and respectful manner.
17. Participants must remain in the designated areas approved for the event.
18. Athletic equipment must be used only in gyms. Ball must not be bounced or thrown in hallways or washroom areas. No metal or wooden bats or other equipment which may damage surfaces are permissible for use in the facilities.
19. When kitchen facilities are required (including actual cooking and/or use of the dishwasher), at least one (1) cafeteria employee must be present. Said event sponsor must pay the overtime cost for the employee(s) at the time when service is rendered.
20. All areas used by the event must be left clean and orderly, and returned to the condition and location they were in prior to the start of the event. Any damage must be reported and/or replaced at the expense of the event sponsor/organization.
21. Organizations cancelling an event must contact the District Office (630.293.6000 Ext. 221) no later than 3:00 PM the day of the event.
22. New facility requests must be reserved 48 hours prior to the actual event in order to avoid multiple scheduling conflicts.
23. If District schools are closed on any given day (Example: Snow Day), ALL scheduled facility use events are CANCELLED. Each event supervisor/sponsor, NOT the District, is responsible for notifying participants that their event was cancelled.
24. In and on all areas of school- owned property, NO person(s) shall use any form of tobacco and/or drugs, consume, possess or distribute alcoholic beverages at any time, and/or possess, use or distribute a weapon or look-alike weapon.
25. Facility Usage Fees (please see attached Fee Schedule). Advance payments and/or cash deposits may be required. Custodial charges will apply and additional fees for utilities may be applied. Organizations will not be permitted access to District facilities unless a *Certificate of Liability Insurance*, naming West Chicago School District 33 as additional insured (Certificate Holder), is on file at the District Business Office.
26. The District may revoke Facility Usage privileges whenever circumstances arise which indicate such a decision is in the best interest of the District to maintain a safe and secure environment.

By signing the Facility Use Application, the sponsoring organization and event supervisors indicate their acceptance of the above rules/guidelines and associated fees for use of requested District 33 facility area(s). Questions about these rules can be answered by calling Mr. Fred Cadena, Director of Buildings and Grounds at 630.293.6000 ext. 221 or via email at [cadenaf@wego33.org](mailto:cadenaf@wego33.org).