#### APPLICATION AND PERMIT FOR USE OF SCHOOL BUILDINGS

**(Applications not accepted prior to July 1 of each year.)**

Name of Applicant Click here to enter name. Date Click here to enter a date.

Group or Organization Click here to enter group.

Name of School to be Used Choose an item.

Purpose of Building Usage Click here to enter text.

Portion of Building Desired Click here to enter text.

Probable Number in Attendance Click here to enter text.

Amount of Admission to be charged, if any Click here to enter text.

**TIMES AND DATES DESIRED:**

|  |  |  |
| --- | --- | --- |
| DAY OF WEEK | **DATES OF USE** | **TIME** |
| **FROM** | **TO** |
| Day | Click here to enter a date. | Time | Time |
| Day | Click here to enter a date. | Time | Time |
| Day | Click here to enter a date. | Time | Time |
| Day | Click here to enter a date. | Time | Time |
| Day | Click here to enter a date. | Time | Time |
| Day | Click here to enter a date. | Time | Time |

The undersigned hereby makes application to MORTON UNIT SCHOOL DISTRICT 709 for the use of school premises and certifies that the information given above is correct, and will observe all regulations of the Board of Education and of the Principal of the school in which the premises to be used are located. Applicant agrees to **PAY IN ADVANCE** any agreed to rental and/or custodial charges and will exercise the utmost care in the use of school premises and property. Applicant agrees to pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Boards discretion. Applicant shall be fully responsible for any clean up or causing additional custodial hours arising from applicant’s use of said premises and property and shall reimburse the District for the cost of additional custodial hours worked. Applicant agrees to indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorney’s fees, damages, expense, and liability arising out of its use of school property. Applicant must agree to submit an “Insurance Waiver and Liability Agreement” prior to using the requested facility.

**Applicant’s Signature Title** Title

**Address** Address **Phone No.** Phone.

# FOR OFFICE USE ONLY

### Request Approved Request Denied Date

###  Reason

**CHARGES:**

### Rental – Gym Custodial Total

### Cafeteria\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature

|  |  |  |  |
| --- | --- | --- | --- |
| White: District Office | Canary: Head Custodian | Pink: Applicant | Gold: School |

 **Revised 4-8-09**