

Primary Contact: (responsible for rental details/billing/etc.)

First Name:																			
Last Name:																			
Address:																			
City:																			
State:																			
Zip Code:																			
Email:																			
Phone Number:																			

Secondary Contact: (optional)

First Name:																			
Last Name:																			
Address:																			
City:																			
State:																			
Zip Code:																			
Email:																			
Phone Number:																			

Please note that due to the high volume of applications received during peak submission times, processing times will be longer than usual. We kindly ask that you refrain from calling or emailing about the status, as it can slow down the process.

Signature Section

(Including Waiver, Release, and Hold Harmless)

The undersigned acknowledges and agrees as follows:

1. For purposes of this Signature Section (including the waiver/release/hold harmless provisions):
 - a. "The School District" means Indian Prairie Community Unit School District No. 204
 - b. "Facilities" means buildings, grounds, and any other property of the School District
 - c. "The Activity" means the Organization's use of the School District's Facilities
 - d. "The Organization's Participants" includes the Organization's members, guests, employees, and contractors
 - e. I am authorized to sign this Application on behalf of the Organization identified above, and my signature is binding on the Organization.
2. I have read and agree to abide by the requirements set forth in this Application and the School District's Building Use Guidelines.
3. I understand that the Organization must comply (and must ensure that the Organization's Participants comply) with all applicable statutes, rules, regulations, Executive Orders, public health requirements, School Board policies, and School District procedures relating to the Activity Guidelines.
4. I understand that the School District reserves the right to add or change requirements relating to the use of its Facilities at any time. I acknowledge that requirements may change for reasons that include (but are not limited to) restrictions relating to pandemic conditions.
5. I understand that the School District reserves the right to cancel any building rental if warranted, as determined by the School District in its sole discretion. I understand that cancellation may be warranted for public safety reasons or other reasons determined by the School District.
6. My signature on this Application and issuance of a Confirmation for my rental constitutes a written agreement which requires Indian Prairie School District #204, the Board of Education, and its employees to be added as Additional Insureds relating to the use of school facilities, for coverage on a primary, non-contributory basis without regard to other insurance that the School District may carry.
7. I acknowledge that there is a risk of injury to the Organization's Participants from participation in the Activity, and while particular rules and precautions may reduce this risk, the chance of serious injury does exist.
8. Participants from participation in the Activity, and while particular rules and precautions may reduce this risk, the chance of serious injury does exist.
9. I understand that the Organization's Participants are expected to act appropriately and to comply with all terms and conditions for participation in the Activity, including (but not limited to) all safety rules. I acknowledge that the Organization assumes full legal responsibility for the conduct of the Organization's Participants while participating in the Activity.
10. I acknowledge that the Organization and the Organization's Participants assume all risk of injury or illness from participation in the Activity. The Organization hereby waives and releases all claims of any kind whatsoever against Indian Prairie Community Unit School District #204 and its Board of Education, Board members, employees, volunteers, and agents, for any such injury or illness.
11. In addition, the Organization hereby waives and releases any and all claims that may arise from or in connection with the Activity, and that otherwise could be asserted against Indian Prairie Community Unit School District #204 or its Board of Education, Board members, employees, volunteers and/or agents.
12. The Organization agrees to indemnify and hold harmless Indian Prairie Community Unit School District #204 and its Board of Education, Board members, employees, volunteers and agents, against and from any and all liability, damages, claims, demands, costs and expenses (including attorneys' fees) that may arise from or in connection with the Activity.
13. The Organization DOES NOT have sublet rights.
14. The Organization is responsible for damages to school property related to their use of the Facilities and for payment of all invoices related to their Activity.
15. I have read this Application and Signature Section (including the waiver/release/hold harmless provisions), and on behalf of the Organization I acknowledge that I understand and voluntarily accept these terms.

Signature of Organization Representative:	Date:
Print Name:	Title:

Recurring Event Form

Staggering start times are not allowed.

Please omit No Rent Days which can be found at ipsd.org/domain/92

Booking Request	Day of the Week	Month		Day		Year		Office Use:
Day 1 (Start Date/ Single Day Event)								
Date 2								
Date 3								
Date 4								
Date 5								
Date 6								
Date 7								
Date 8								
Date 9								
Date 10								
Date 11								
Date 12								
Date 13								
Date 14								
Date 15								
Date 16								
Date 17								
Date 18								
Date 19								
Date 20								

Upon approval, Renter will receive a CONFIRMATION email reflecting estimated cost of rental fees and personnel costs. Do Not Send payment with application. **Actual costs will be invoiced after the Event**, or in periodic invoices for extended rental periods. Payment is due within 30 days. A Late Payment reminder notice will include at \$25 Late Fee. After no response to Second Notice, the debt is transferred to our Collection Agency. Any open rentals are canceled, and no future requests will be processed for the requester (neither person nor organization) until all delinquent invoices, fees and collection costs have been remitted to the district.

Recurring Event Form

Staggering start times are not allowed.

Please do not include No Rent Days which can be found at ipsd.org/domain/92

Booking Request	Day of the Week	Month		Day		Year		Office Use:
Date 21								
Date 22								
Date 23								
Date 24								
Date 25								
Date 26								
Date 27								
Date 28								
Date 29								
Date 30								
Date 31								
Date 32								
Date 33								
Date 34								
Date 35								
Date 36								
Date 37								
Date 38								
Date 39								
Date 40								

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Set Up Request: ☐ Yes ☐ No

NOTE: Use of District/School equipment, electronics, computers, copiers, projectors, internet, etc., are not permitted.

Please draw Set up Diagram or write Description of Requested Support:

Basketball, requested Net Height: _____ (if baskets are adjustable)

Please list below all Vendors participating in this Event:

All vendors must have a compliant COI on file with the District Office.