

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

18160 W Gages Lake Road, Gages Lake, Illinois 60030-1819
847-548-8470 Fax 847-548-8472 VP 224-207-8476
www.sedol.us



Application and Procedures for Use of School Facilities

Today's Date: _____

School Facility Requested: (Admin Bldg.) _____ (Cyd Lash) _____ (Gages Lake) _____ (John Powers) _____ (Laremont) _____
SEDOL General Campus _____ (Specify Area Requested)

Name of Organization: _____

Part(s) of Building to Be Used: _____

Certificate of Insurance on File: _____ Expiration Date: _____

Purpose of Activity (Type of Program): _____

Date(s) of Use: (If more than one day, please attach a list of dates.) _____

Time of Arrival: _____ Time of Departure: _____

Automatic External Defibrillators (AED's) are located in each building.

Building	Location
Administration Building	DuClos/Brown Room, main entrance
Cyd Lash Academy	1- Floor, main hallway, outside the gymnasium
Gages Lake School	Main hallway, in the commons area & outside the gymnasium
John Powers Center	Classroom on main floor
Laremont School	Main hallway, outside the gymnasium.

***Any groups working with students and/or adults doing physical activities must have at least one adult who is trained in CPR and AED use. That person must be present during all building use dates and a copy of their current card needs to be sent along with this application.** _____ Initial here

Please Attach CPR/AED Card to Facility Use Application

Notes: _____

Schedule of Building Use Fees

GROUPS THAT MAY USE THE SCHOOL FACILITIES

- School Affiliated Groups: PTA, teachers associations, school committees, booster clubs, board-sponsored groups or councils, county or state school performances.
- Park District, Groups and Organizations not affiliated with the district: Nonprofit organizations, Girls Scouts, Boy Scouts, provided that not less than 75% of the membership is composed of District 825 students, and is open for participation by any local citizen.

These building use charges are for organizations that do not service the students of SEDOL District 825, or a "for-profit" organization servicing the students of SEDOL District 825

Area of Use	Building Rate per Hour	Custodian/Staff Rate per Hour
Kitchen (Admin Bldg)	\$ 50.00	\$35.00
Meeting Room (Admin Bldg)	\$100.00	\$35.00
Gymnasium (Cyd Lash) or (Laremont)	\$100.00	\$35.00
Cafeteria (no kitchen) – Gages Lake	\$100.00	\$35.00
Cafeteria (with kitchen) – Gages Lake	\$150.00	\$35.00
Community Room (Gages Lake)	\$100.00	\$35.00
Life Skills Room (Cyd Lash)	\$100.00	\$35.00
Multi-Purpose Room (Cyd Lash)	\$100.00	\$35.00
SEDOL General Campus	\$100.00	\$35.00
TOTAL FEE:		

- SEDOL District 825 has the ability to decide if there is a need for any special services such as Maintenance, Cafeteria, Supervisory, and other needed personnel. For all indoor usage of any facility, a District 825 employee must be present at all times for a minimum of three (3) hours on Saturdays.
- Please contact **Kevin Saum at 847-721-3907** if you have facility issues on the day of your scheduled event.

Procedures/Regulations

- 1) Only residents or organizations residing in District 825 and servicing the students of District 825 will be allowed to use any facility and/or equipment at no building charge. All other organizations will be required to pay a building usage charge. See schedule of building fees above.
- 2) Full payment for building use is due one week before the date of usage. Checks are to be made payable to SEDOL District 825.
- 3) The applying organization assumes full responsibility for misuse and damage to building and equipment.
- 4) Organizations assume full responsibility for proper supervision and conduct of their groups while in the building or on district grounds. Failure to provide proper supervision may result in denial of future privileges.
- 5) There will be no smoking or alcoholic beverage of any kind brought to or consumed on the district premises.
- 6) No school facilities or campus area will be made available no earlier than 3:30 pm on a school day, school holidays or holiday weekends.
- 7) Only that portion of the building covered by this application shall be used.
- 8) All spaces being used will be left in the same condition as found.
- 9) No food or drink allowed (only water) on district premises unless prior approval is granted by the building administrator.
- 10) A listed contact person must be present at all times with one additional responsible party to help supervise.
- 11) Any changes to dates and/or times must be requested in writing at the school office. *See cancellation policy below.
- 12) Failure to follow any of the regulations can result in loss of privileges and/or fees.
- 13) The district has the right to close a facility due to repair, maintenance, or detrimental weather conditions at any time.
- 14) Insurance in the amount of \$1,000,000 with District 825 named as additional insured party may be required.

Insurance in the amount of \$1,000,000 as stated in #14 above is required? Yes _____ No _____

Cancellations

Cancellations (not weather related) must notify [Kevin Saum 847-721-3907](mailto:Kevin.Saum@sedol.us) as well as [Khristine Haydock](mailto:Khristine.Haydock@sedol.us) via email at khaydock@sedol.us within 72 hours or you may incur a fee of 50% of your scheduled rate.

The SEDOL Executive Board requires all users of the building to sign the following hold harmless clause in addition to agreeing to abide by the above procedures/regulations.

“In consideration of being able to use the district’s facilities, I, for myself, the members of my club/association/organization/council/group, my personal representatives, heirs, executors, next of kin, and assigns do hereby release, waive, hold harmless, covenant not and reimburse SEDOL District 825 Executive Board, its administrators, members, and employees with respect to any claims, demands, losses, damages, attorneys fees, and any other expense that may arise due to personal injury, property damage, or otherwise, suffered or incurred in connection with or incident to the use of the district facilities by the undersigned.”

 First On-Site Contact Person Daytime Phone Second On-Site Contact Person Daytime Phone

 Name & Title of Person Requesting Building Use (Please Print) Daytime Phone

 Signature of Person Requesting Building Use Daytime Phone

 Principal’s Signature (Calendar Clearance) Date

 Signature of Asst. Supt. of Business Date

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Application Questionnaire for Use of School Facilities

1. Please state approximately how many students _____ / adults _____ will be attending.

2. Please state the age range of the students. _____

3. Please advise what time you will require the building to be open: _____

4. Please advise what time you will be done to close the building: _____

5. Do you require special set-up? (Example: if using the gym, would you need tables & chairs)

6. If set up is required, how many tables? _____ chairs? _____

7. Which building/rooms are you requesting? _____
If more than one, how many? _____

8. Do you plan on serving any food? _____

9. Do you plan on serving any beverages? _____

10. Will you have any physical activity going on with the students? _____
If yes, do you have adults (staff) whom are CPR/AED Trained? _____

Form Completed by: _____ Date: _____