

Community Relations

Exhibit – Facilities Usage Request

Please complete an [online request](#) or the form below. Complete paper copies must be be faxed to the School District 41 Attn: Finance Office at 630-790-6540, or mailed to District 41 - Finance Office, 793 N. Main Street, Glen Ellyn, IL 60137.

Facility Usage Request

Request Date:	Event Name:
Event Date(s):	Event Day(s)
Set Up Time	Clean-up Time
Event Start Time	Event End Time
Event Location:	Room/Space
Number of Attendees:	
Sponsoring Organization Name:	
Contact Name:	Daytime Phone
Mailing Address:	

Special Instructions and Equipment Requests:

	Tables	Number and type needed:					
	Chairs	Number and type needed:					
Audio Visual/ Technology Needs							
___	Microphone(s)	___	Podium	___	Projection Screen	___	PA System
___	Other: _____						

Special Set Up Instructions (attach an additional sheet if needed):

By submitting this request, you agree the following:

- I agree to abide by all rules and regulations the D41 Board of Education may provide and to see that the building is left in as good condition at the close of our use as it was when we entered it.
- I will be responsible to reimburse the Board of Education for any damage and hold the School District harmless from any obligation or liability incurred through our use of the premises.
- I understand a rental and/or custodial fee may be applicable and I will be notified of this prior to the event.
- I understand a current Certificate of Insurance is submitted to the Business Office prior to the event.
- I understand that individuals or attendees under 21 years of age must be supervised by parents or other responsible adults.
- I understand that any event which involves food in school buildings will comply with Board policy and administrative procedure 6:50 AP.
- I understand that the Board of Education reserves the right to withhold the use of the building at any time that they may decide that it may interfere with school work or for any other reason.

Signature

Date

_____ Approved by Technology (if applicable)

_____ Approved by Buildings & Grounds

_____ Approved by the Business Office

Reviewed: December 13, 2004, November 14, 2011, January 2022

Approved: January 24, 2005

Revisions: November 28, 2011, September 20, 2018, April 2022