



Channahon School District 17  
24949 S. Tryon Street  
Channahon, IL 60410  
Telephone: 815-467-4315 Fax: 815-467-4343

## APPLICATION FOR FACILITY USE FORM

### Community Use of Channahon School District 17 Facilities

The Channahon School District 17 Board of Education subscribes to the notion that the public schools are owned and operated by and for its community. To this end, the Board of Education encourages the public use of school facilities.

Authorization for the use of school facilities shall not be considered as an endorsement of or as approval of the activity, group, or organization nor the purposes they represent.

### Requests for Facilities

Community groups or individuals who want to use district facilities must submit their requests to the building principal of the facility being requested or the school superintendent. Facilities will be made available to in-district and out of district groups on a first come, first serve basis provided that the facilities are not in use by the school and/or park district. The facilities will be made available to organizations under conditions consistent with the Illinois School Code and the policies of the Board of Education. To qualify as an in-district group, at least 50% of the participants on the roster must live within the CSD17 boundaries.

Completed applications, certificates of insurance and fee payment, if applicable, are to be submitted to the building Principal or to the Superintendent. A determination regarding the approval or denial of the facility use request will be made within two (2) business days.

Application forms are available at each school office or can be accessed by clicking on the appropriate form below:

**Access to the district facilities (Pioneer Path, N.B. Galloway, Three Rivers School and Channahon Junior High School) is prioritized as follows:**

- **First Priority Use** - Channahon School District 17 activities
- **Second Priority Use** - Activities sponsored by recognized organizations/groups that support or augment the School District's instructional, athletic or extracurricular programs (Boosters, P.T.O.)
- **Third Priority Use** - Programs offered/supervised by the Channahon Park District
- **Fourth Priority Use** - In-district non-profit groups, such as community groups, youth organizations, religious organizations and/or social organizations (e.g., Boy Scouts, Girl Scouts, Helping Hands, Channahon Baseball, Channooka Braves, local governmental agencies, churches)
- **Fifth Priority Use** - In-district for profit groups, such as private agencies, companies, vendors or businesses
- **Sixth Priority Use** - Any out of district groups

### Approval of Application

When a facility use application is approved, the applicant will be notified by the building principal and/or school superintendent. All applicable fees must be paid and a copy of the certificate of liability insurance must be submitted when applicants submit the facility use application.

### Liability

The applicant and/or organization agrees to assume responsibility for damage or liability of any kind and further agrees to hold the district harmless from any expense or costs in connection with the use of district facilities. In addition, the district requires the applicant and/or organization to furnish a certificate of comprehensive liability insurance with a \$1,000,000 combined single limit bodily injury/property damage and naming Channahon School District 17 as an additional insured.

**This application must be received by the school or district office at least one week prior to the event. Fees must be paid in advance to the District office at 24949 S. Tryon Street. A Certificate of Liability Insurance is required and must be submitted with the application. Channahon School District 17 must be named as an additional insured with minimum coverage of \$1,000,000 on the insurance certificates provided.**

1. **Name of Organization** \_\_\_\_\_ **Date** \_\_\_\_\_

Type of Organization: • In-District Non-Profit • In-District Profit • Out of District  
 Representative \_\_\_\_\_ Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Address \_\_\_\_\_

**Requested Facility:**

- Pioneer Path Gymnasium
- N. B. Galloway Gymnasium
- Three Rivers School Gymnasium
- Channahon Junior High School Gymnasium
- Other \_\_\_\_\_
- Pioneer Path Multipurpose Room
- N. B. Galloway Multipurpose Room
- Three Rivers School Common Area
- Channahon Junior High Multipurpose Room

**Number of People Expected** \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_

<b>Date and time of use:</b>	<b>Month/Date/Year</b>	<b>Time In</b>	<b>Time Out</b>	<b>Time of Event</b>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

**Will food be served at this event?** • Yes • No **If yes, explain** \_\_\_\_\_

**Using District food service equipment?** • Yes • No **If yes, explain** \_\_\_\_\_

If yes, may require proof of food service handler certificate or may require additional charge if district provides required personnel.

**Special needs and/or arrangements** \_\_\_\_\_

**AGREEMENT: I hereby assume personal responsibility for the observance of the regulations governing the use of school property. I agree to hold Channahon School District 17 harmless and agree to assume total responsibility for all liability. I have read and understand the regulations.**

**Signature of Organization Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*No access to facilities without a signed Facility Use Agreement. If the agreement expires, access to facilities will be revoked.

**OFFICE USE ONLY**

Date received \_\_\_\_\_ District Approval: • Yes • No Administrator Signature \_\_\_\_\_

Date of notification of approval/denial of request \_\_\_\_\_

Receipt of Certificate of Insurance: • Yes • No

Payment Received: • Yes • No Amount: \_\_\_\_\_

Copy to: • Organization • Administrative Office • School Office • Custodian