

DIXON PUBLIC SCHOOLS #170  
Request / Agreement for the Use of School Buildings

THIS AGREEMENT made and entered into by and between the Dixon Public Schools District No. 170 of the Counties of Lee and Ogle, and State of Illinois, Party of the first part, hereinafter referred to as "School" and the \_\_\_\_\_, party of the second part hereinafter referred to as "Organization".

WITNESSETH, pursuant to Paragraph 6-43 of Chapter 122 of the Revised Statutes of the State of Illinois, and the rules and regulations of said "School" permission is hereby given, once fully executed, to said "organization to use the \_\_\_\_\_ of the \_\_\_\_\_ School Building, on the \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_ between the hours of \_\_\_\_\_ M and \_\_\_\_\_ M of said date for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is agreed as follows:

1. The said "Organization" shall pay in advance the sum of \$ \_\_\_\_\_ which represents the cost for the use of said room, and the "School" will furnish the necessary heat, light, and water.
2. The hourly overtime rate of pay as established by the Board of Education shall be paid for custodial services provided to support the use agreement.
3. The said "Organization" shall pay for and reimburse said District all damage or injury to School property of said District, occurring during its use of said premises, ordinary wear and tear excepted.
4. The said "Organization" assumes the sole responsibility for any and all accidents or injuries to persons or property while said premises are used by it as aforesaid.
5. The said "Organization" shall obey all regulations of the Board of Education of said District, and shall maintain order in keeping with the dignity and good reputation of said "School".
6. The district reserves the right to charge the user for unanticipated direct costs incurred beyond the amount stated in item #1 above.

IN WITNESS WHEREOF, the said "School" has caused these presents to be executed by its duly authorized agent for that purpose, and the said "Organization" by its duly elected officer this \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_.

Organization \_\_\_\_\_

BOARD OF EDUCATION, DISTRICT #170

Submitted By \_\_\_\_\_

By \_\_\_\_\_

Principal / Designee

Date Submitted \_\_\_\_\_

Responsible Party \_\_\_\_\_

Date of Response \_\_\_\_\_

Accepted by \_\_\_\_\_

Custodian \_\_\_\_\_

Date Accepted \_\_\_\_\_

This request should be completed at least ten (10) working days before school facilities are used by an Organization. Please make (4) four copies; one copy for the Organization, one copy for the building, one copy for the head custodian and one copy for the district's central office. The building shall send a copy of all agreements involving athletic facilities to the high school athletic director.

FACILITY RENTAL INFORMATION SHEET

_____ Dixon HS, 315 Lincoln Statue Dr.	(815) 284-7723	Fax: 815-284-6747
_____ Reagan Middle School, 620 Division St.	(815) 284-7725	Fax: 815-284-1711
_____ Jefferson School, 800 Fourth Ave.	(815) 284-7724	Fax: 815-284-0435
_____ Lincoln School, 501 Lincoln Ave.	(815) 284-7726	Fax: 815-284-1305
_____ Washington School, 703 E. Morgan St. Dixon, Illinois	(815) 284-7727	Fax: 815-284-0440

Application to use school grounds, building, and/or facilities:

Today's Date: \_\_\_\_\_

1. Name of organization \_\_\_\_\_
2. Purpose for which the facilities are to be used: \_\_\_\_\_  
\_\_\_\_\_
3. Name of person in charge and responsible to Board of Education:
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Telephone # (s): \_\_\_\_\_
4. Date (s) requested: \_\_\_\_\_
5. Time (s) desired: from \_\_\_\_\_ to \_\_\_\_\_
6. Areas of building or facilities required (be specific): \_\_\_\_\_  
\_\_\_\_\_
7. Specific needs and/arrangement of furniture and equipment: \_\_\_\_\_  
\_\_\_\_\_
8. Specific help needed from school staff. Example: operator of visual-aids, custodian, security personnel, etc: \_\_\_\_\_
9. Estimated attendance: \_\_\_\_\_
10. Name of person completing this request if different from #3.
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Telephone: \_\_\_\_\_

One copy goes to the building office, One copy goes the building custodian and one copy goes to the Central Office.