ORLAND SCHOOL DISTRICT 135
Application/Contract for Use of District Facilities

THIS CONTRACT MUST BE PRESENTED TO THE NIGHT CUSTODIAN EACH TIME THE ACTIVITY ARRIVES AT THE BUILDING

A $25.00 fee will be assessed for no shows in Group I and II WITHOUT 48 hour cancellation notice (708-364-3354)

PLEASE PRINT

Organization Requesting Use of Facilities: VILLAGE OF ORLAND PARK

Authorized Representative: GEORGE KOCZWARA

Representative's Title: VILLAGE MANAGER

Mailing Address: 14700 RAVINIA AVE.

City/State/Zip: ORLAND PARK

email address: GKOCZWARA@ORLANDPARK.ORG

Business Phone: (708) 403-6151

Event Supervisor: RAY PIATTONI

Home and/or Cell Phone: (708) 772-5391

Business Phone: (708) 403-6283

Insurance Company: THE HORTON GROUP Policy Period: _____
(Attach Certificate of Insurance naming Orland School District 135 as the Additional Insured)

Facility Requested: OSH Area(s) Requested: SEE ATTACHED

Date(s) Requested: SATURDAY AUGUST 1 (KIDS DAY)
SUNDAY AUGUST 2 (CAR SHOW)

Time facility to be reserved: 6:00 (am)/pm to 5:00 am/(pm) (we will add prep/cleanup time)

Expected Attendance: 2,000/DAY Age Group: ALL No. of Adult Supervisors: MIN 10

Special arrangements or custodial setup requested: NONE.

The above listed Organization/Authorized Representative and Event Supervisor have read the Orland School District 135 Use of Facilities Handbook and, by signing this application, agree to abide by all rules and regulations specified within. In addition, I/we do hereby stipulate and agree to indemnify and hold harmless School District 135, in whole or in part, with respect to any claims and expenses incurred by reason of any claims, for personal injury or property damage arising in connection with the use by such organization of the facilities of said School District 135, and shall, if required by the Board of Education of said School District, obtain public liability insurance.

Authorized Representative Signature: _____ Date: 2-24-20

FOR DISTRICT OFFICE USE ONLY

Facility Use	_____ Approved	_____ Denied
Equipment Use	_____ Approved	_____ Denied
Custodial Time	_____ am / pm	_____ am / pm (prep and clean up time)
Fee to be assessed	$ _____	due one week prior to building use

Special Remarks _____

Authorized Signatures

_____ _____
Superintendent/Designee Date

_____ _____
Director, Buildings and Grounds Date

White – Admin Copy Canary – Building Copy Pink – Applicant Copy

Revised May 2008