

Woodlawn High School District #205 Request for Use of Facilities Form

Submit to: Woodlawn High School Superintendent
300 North Central Lane
Woodlawn, IL 62898
618-735-2631 Fax: 618-735-2032

Name of Organization or Group

Date of Application

Facilities requested: _____ (Gym, Cafeteria, Ball field, etc.)

Date/Time/Hours _____

Activity _____ Group Size _____

Insurance (Attach Certificate) _____

Special Setup Requests _____
(i.e. A.V. equipment, overheads, microphones, chairs, etc.)

Contact Person _____ Phone _____ Fax _____
(must be over age 21)

Address _____

APPLICANT'S SIGNATURE _____ E-mail _____

Deposit: \$ _____ (equal to 1/4 of the applicable fee)

If school is cancelled due to weather or emergency conditions, all activities are cancelled unless otherwise stated..

Terms and Conditions for the Use of Facilities by Non-School Groups and Organizations

The sponsoring organization using a facility is liable to the School District for property damage or personal injuries resulting from careless, negligent or abusive use of the buildings, furniture, state settings, or any other property or equipment and also waives any claims against the School District for any damage or injuries occurring to property of the group or sponsoring organization while on school premises.

The applicant group and sponsoring organization or person hereby agrees to indemnify, save harmless and defend the School District and its directors, employees, agents, or assigns, from and against any and all claims demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by the School District or others or death of any person or persons, arising or growing out of or in connection with the use of school facilities granted pursuant to this application.

Woodlawn Community High School District Office Use Only

Received: _____ Approved: _____ Rejected: _____ Usage Fee: _____

Check enclosed: _____ Additional charges _____ Amount billed: _____ Date billed: _____

Date paid: _____ Copies to: Building Principal/Secretary _____ Applicant _____