

Building Usage Application

Please read this application form carefully prior to completing and signing. Forms that are not complete, including signatures, dates, times equipment requested, etc., will be returned.

Date(s) to be reserved Wednesday, April 29, 2026 from 3:45-8:00pm Room or Area _____
 (Gym, Auditorium, Little Theater, Cafeteria, Athletic Field etc.)
 Hours 3:45-8:00pm Campus Parking lot and fields on Van Buren between Eastern and Power Alley and inside restroom
 Name of Requesting Organization "American Blue" HBO Number of People 140

Reason for Building Usage _____
 (Meeting, Banquet, Dance, Fund Raiser etc.)

Check one: _____ Student/Staff Group Activity _____ Parent Organization _____ Non-Profit Community Group _____ For-Profit Community Group
 _____ For-Profit Group (Outside JTHS Community or commercial user, promoter, business enterprise)

Any profits derived from this use of District 204 facilities will be given to or used for _____

This applicant would like to use the following school equipment if available. (Check items requested)

- | | | |
|---------------------------------|----------------------------|-----------------------------------|
| _____ PA System w/Operator | _____ Orchestra Pit | _____ Full Stage |
| _____ Aud. Projector w/operator | _____ Music Stands, Lights | _____ Partial Stage |
| _____ Screens | _____ Piano | _____ Chairs (number) |
| _____ Lecterns & Podiums | _____ Spotlights | _____ Tables (size & number) |
| _____ Overhead Projector | _____ Dressing Rooms | _____ 24- Hour Advance Inspection |
| _____ Band or Choral Risers | _____ Dimmer Board | |

Please list other needs _____

NOTE: Only those items checked above shall be furnished by Joliet Township High School District 204, when available at the location Requested. Tools, drop cords, projectors, coffeepots, etc., shall not be furnished at any time.

Event contact person (this person should have knowledge of event and or any special setups)

Name: _____ Phone: _____

➤ I require a walk through one day prior to the event. Yes No

ATTENTION: THIS FORM IS REQUIRED FOR ENTRANCE TO THE FACILITY

Usage Charges	For Office Use Only	
	Unit Cost	Total Cost
Gymnasiums, Field House or Auditoriums	_____	_____
Little Theater	_____	_____
Rehearsals	_____	_____
Custodial Services	_____	_____
Classrooms or Dressing Rooms	_____	_____
PA System (3 hr. minimum)	_____	_____
Maintenance or Security Services	_____	_____
Other _____	_____	_____
TOTAL CHARGES		-----

MAXIMUM CAPACITIES:	Central	West
Gymnasium	2,750	2,500
Field House	300	2600
Auditorium	2,197	988
Little Theater	200	125
Cafeteria	500	480

The organization named above hereby agree to abide by all applicable laws, rules and regulations, and understand that the use of the facility can be withdrawn.

Approved

Denied

(Signature of Applicant)

(Date Submitted)

(Address)

Authorized Signature

(Telephone)

PROVISIONS AND CONDITIONS FOR USE OF SCHOOL DISTRICT PROPERTY

1. The Joliet Township High Schools Board of Education assumes no responsibility for loss of or damage to, personal property, unless caused by the gross negligence or willful misconduct of the Joliet Township High Schools Board of Education. All non-school related user groups agree to indemnify and hold harmless the District and its agents and employees for and from any and all loss including reasonable outside attorneys' fees, damages, expense, and liability arising out of its use of school property.
2. A Certificate of Insurance of General Liability in the amount of \$1,000,000 per occurrence/\$1,000,000 aggregate and All Risk Property Damage Coverage in the amount of \$100,000 should be submitted prior to facility use. **It is a requirement of this contract that the applicant must include Joliet Township High School District 204 as additional insured on the general liability policy and loss payee on the property policy on a primary and non-contributory basis to the applicant's liability insurance coverage except for claims caused by the gross negligence or willful misconduct of Joliet Township High School District 204.** The sentence "*Joliet Township High School District 204 is added to our general liability insurance as additional insured and loss payee on property policy on a primary-noncontributory basis except for claims caused by the gross negligence or willful misconduct of Joliet Township High School District 204*" should be included in the Description of Operations and Added by Endorsement to the Special Provisions section of your policy.
3. All non-school related groups agree to pay any substantiated damages to school facilities, furniture, or equipment arising out of use of school property whether damage was accidental or deliberate. The cost of damages will be based on the actual repair or replacement cost.
4. The use of school facilities for school purposes has precedence over all other uses. The School reserves the right to assign the building and space best suited for the function to achieve a balance of building usage. Permission for use of school facilities may be withdrawn or denied whenever, in the opinion of the Administration, any of the provisions and conditions for use of facilities has been violated or the use creates or has the potential to create a substantial disruption to the orderly operation of the school including extracurricular activities or events.
5. All groups using District 204 facilities will abide by all applicable rules, laws, regulations, and policies of the Board of Education, the Illinois School Code, The State of Illinois, and the United States. No smoking is permitted in the building or on the school grounds.
6. Food may not be distributed or eaten in any area other than the cafeteria, unless approved by the Building Principal.
7. Adequate supervision to protect the facilities must be provided by the users of school facilities. The Building Principal shall be the sole judge as of adequacy of such supervision.
8. Outside groups may be required to provide a performance bond and/or a certified check as security against anticipated charges and/or possible damages in an amount deemed appropriate by the Building Principal.
9. Requests for facilities which require such items as orchestra pit preparation, erection of risers, scenery, etc., must be made at least one week in advance, thus, permitting proper scheduling into the custodial work schedule. Areas not requested in advance will not be opened by the custodial force.
10. Any group, which has been granted the use of school facilities, shall not permit the sale, peddling, or distribution of commodities of any kind without prior approval of the Building Principal.
11. Rough disorderly and boisterous conduct, vulgar, profane or obscene language, use of intoxicants, and illegal gambling shall be prohibited on any school premises. Parent organizations, only, may conduct "Bingo" as a fundraiser upon receiving permission and complying with all Board policies and State requirements. District personnel should NOT be involved with the operation of "Bingo" activities.

12. Removal, transfer, or loaning of equipment or goods from public school facilities, except for use for school functions and/or instructional program, is prohibited.
13. No one other than maintenance and custodial personnel shall tamper with or adjust mechanical equipment such as, but not limited to, thermostats, cafeteria equipment, fans, blowers and valves.
14. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

Important - The District will not supervise the activity nor will it supply individuals to act as emergency responders.

15. If the request involves an indoor facility use, the non-school user group must:
 - Designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users.
 - Be familiar with location of AED closest the area of use or arrange for own AED (A list of locations can be obtained through the Principal's Office).
 - Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
 - Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
 - Notify the Building Principal of use of AED within 24 hours or if event occurs over a weekend, the next day school is in session.

I agree that I have read the terms and conditions of the above **PROVISIONS AND CONDITIONS FOR USE OF SCHOOL DISTRICT PROPERTY** and agree to abide by them and all Board policies and administrative procedures.

Organization (Please Print) "American Blue"

Applicant Name (Please Print) Danielle Weber

Telephone Number 847-830-6567

Address 3355 W 31st St Chicago IL

Applicant Signature



Date 4/13/26

A signed copy of the Building Usage Application and PROVISIONS AND CONDITIONS FOR USE OF SCHOOL DISTRICT PROPERTY should be submitted for review. The Building Principal or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important.