

**KEENEYVILLE ELEMENTARY SCHOOL DISTRICT NO. 20**  
**Permit For Use of Facilities**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

School Building Requested: \_\_\_\_\_

Day(s)/ Date(s) Required: \_\_\_\_\_

Time Requested From: \_\_\_\_\_ To: \_\_\_\_\_ Actual Event Time: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

No. of Tables Requested: \_\_\_\_\_ No. of Chairs Requested: \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_

**CAUTION SHOULD BE USED WHEN MOVING TABLES. THEY MUST ONLY BE MOVED BY ADULTS.**

Additional Equipment Requested (i.e. technology): \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Total Charges: \_\_\_\_\_

**THIS PERMIT IS GRANTED SUBJECT TO RULES AND REGULATIONS ADOPTED BY THE BOARD OF EDUCATION, SCHOOL DISTRICT NO. 20 AND MAY BE CANCELLED AT ANY TIME BY THE DISTRICT.**

Per _____ Wendy Flaherty, Director of Operations	Date _____
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Per _____ School Principal	Date _____
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Per _____ Julie Relihan, Director of Community Relations	Date _____
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**THIS PERMIT MUST BE IN POSSESSION OF THE PERSON IN CHARGE DURING THE ACTIVITY DESCRIBED ABOVE.**

- Copies to:      1. ORGANIZATION      2. DISTRICT OFFICE      3. BUILDING PRINCIPAL  
                         4. DIRECTOR OF BUILDINGS AND GROUNDS      5. BUILDING CUSTODIANS

Certificate of Insurance. A Certificate of Insurance will be required from all non-school related groups to verify that the group maintains adequate insurance coverage against personal injury and/or property loss, and to guarantee the payment of any claims for injuries or damage to persons or property occurring during, or arising from, use of the premises by any group or organization. Such insurance shall cover School District No. 20, the Board of Education thereof, the members of the Board of Education individually, and all employees of the School District and shall be written by an insurance company with at least an "AA" financial rating by Best's Insurance Reports, with policy limits in the amount of \$300,000 per person and \$1,000,000 per occurrence. Such insurance must contain a clause that it is cancelable only upon 10 days written advance notice to School District No. 20. A certificate showing such insurance must be filed with the Superintendent at least 5 days before the proposed use of the facilities.

(OVER)

Updated 12/4/2019