

BOARD OF EDUCATION – SCHOOL DISTRICT 68  
Buildings and Grounds Department  
9440 North Kenton  
Skokie, Illinois 60076

**RENTAL CONTRACT**

The following is your RENTAL CONTRACT with School District 68, which has been completed according to the information supplied by you. Please note arrangements as presented herewith and make any additions or corrections. Sign the contract as the representative of your "Renting Organization" and return it to our office for approval. *A signed copy will be returned to you for your files.*

BUILDING OR GROUNDS DESIRED \_\_\_\_\_

NAME OF RENTING ORGANIZATION \_\_\_\_\_

BY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_ or (Office) \_\_\_\_\_

NAME AND ADDRESS OF ADULT SUPERVISORS (of recreation events)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| <u>Date(s)</u><br><u>Reserved</u> | <u>Portion of grounds requested</u><br><u>or room to be used</u> | <u>Time</u> | <u>Special Arrangements: chairs,</u><br><u>tables, refreshments, custodian,</u><br><u>cafeteria employee, microphone</u> |
|-----------------------------------|--|-------------|--|
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Please Note:

Lessee agrees to all rules and regulations as set forth by School District 68, known herewith as RULES AND REGULATIONS FOR SPECIAL USE OF SCHOOL FACILITIES AND EQUIPMENT.

Lessee also agrees, on behalf of himself and the organization which he represents, to hold District 68 harmless from any liability, including bodily injury resulting from any rental or use of School District 68 property. Evidence of liability insurance in the amount of \$1,000,000 and naming Skokie School District 68 as an additional insured, **must** be enclosed when you return this contract.

This rental is contingent upon our approval of adequate supervision.

All cancellations by the lessee must be submitted to the District 68 Buildings and Grounds Department at least (7) days prior to a meeting date. We will accept no arrangements or cancellations made through the building custodian. Organizations will be charged for custodial and/or cafeteria employees' time if a cancellation is not made through the Buildings and Grounds Department within the designated time period.

District 68 may cancel the contract should facilities be required for school use.

APPROVED:

RENTING ORGANIZATION:

\_\_\_\_\_  
Director of Operations

\_\_\_\_\_  
Organization

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

Note: You will be billed for all services rendered. Please make checks payable to the Board of Education, School District 68, and mail to Skokie District 68, 9440 North Kenton, Skokie, Illinois 60076 – Attn: Building Department.

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This section is for District use only.

Classification of Organization\_\_\_\_\_

Rationale\_\_\_\_\_

Rental Rate \$\_\_\_\_\_ per session.