

# Building Rental Application

Wilmette Public Schools District 39

Department of Finance/Operations

Mikaelian Education Center 615 Locust Road Wilmette, IL 60091

Contact: Rene Eggleston 847 256-2450 FAX: 847 256-1782 [egglestr@wilmette39.org](mailto:egglestr@wilmette39.org)

ID./Contract No.

SCHOOL       Central       Harper       Highcrest       McKenzie       Romona       WJHS

Room(s) \_\_\_\_\_

DATES (List every date as m/d/y. Attach a separate sheet if necessary) \_\_\_\_\_

## HOURS

(Because our staff may need to unlock the building, you must indicate the earliest time you want to enter the building. Also, please tell us what time your program begins and ends).

Entry \_\_\_\_\_ Program Begins \_\_\_\_\_ Program Ends \_\_\_\_\_

## PROGRAM DETAILS

Program or Event Title \_\_\_\_\_

Number of People Attending \_\_\_\_\_ Will Food Be Served?     Yes     No

Please Provide a Brief Description of Your Program's Agenda \_\_\_\_\_

## CONTACT INFORMATION

Organization \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_

Fax \_\_\_\_\_ Cell phone \_\_\_\_\_

E-mail \_\_\_\_\_

## INSURANCE

The Board of Education assumes no liability arising incident to occupancy of the buildings and grounds. The organization agrees to maintain insurance coverage with the school district named as the insured in the minimum amounts of \$1,000,000 for personal injuries and \$500,000 for property damage, and must submit a certificate of insurance to the Administrator for Finance/Operations prior to use of facilities.

## SPECIAL REQUESTS

Extra Tables (30" X 72")      How many? \_\_\_\_\_      If necessary, attach a layout diagram for your space setup.

Table Delivery Date & Time \_\_\_\_\_ Table Pick-Up Date & Time \_\_\_\_\_

Extra Custodial Help [ \_\_\_\_\_       Lighting/Sound Technician \_\_\_\_\_

Extra Chairs      How many? \_\_\_\_\_       Podium       Microphone \_\_\_\_\_

Other: (please describe) \_\_\_\_\_

[ Please tell us if your event will require more than the usual custodial support. At least 1 custodian is required to supervise all events held after hours. Custodians are assigned based upon the approximate number of people attending the event and the amount of set up and clean up involved. As a general guide, 125 guests/ 1 custodian, 126-300 guests/ 2 custodians, 300+ guests /3 custodians. The overtime rate for custodians is \$39.00/hour with a minimum of 3 hours. Overtime rates apply on weekends, holidays, and on school days before 6:30 a.m. and after 9:30 p.m.