

**BOARD OF EDUCATION OF THE CITY OF CHICAGO - SCHOOL USAGE PERMIT**

License agreement for school buildings, grounds or stadiums used for other than regular school purposes.

**SECTION I - SCHOOL INFORMATION:**

School Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip **Chicago, Illinois 606** \_\_\_\_\_  
Region No.: \_\_\_\_\_ Unit No. \_\_\_\_\_ Run No.: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SECTION II - LICENSEE INFORMATION:**

Licensee Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Licensee is \_\_\_\_\_  Not for Profit Organization  For Profit Organization   
Admission Fee Charge? Yes  If yes, state charge \$ \_\_\_\_\_ No

**Section III - Usage Request Information:**

School Building  [Room(s) or Area] \_\_\_\_\_  
School Grounds  School Playground  Stadium \_\_\_\_\_ [Name]

Purpose or Use (*Describe*)  
Duration of Usage:

Date (s)	Day of Week	Door Opening Time	Program Start	Program Finish

**SECTION IV - LICENSE FEES:** Licensee shall pay \$ \_\_\_\_\_ by check payable to the Chicago Board of Education/  
\_\_\_\_\_ [account of] and which has been credited to  
budget classification \_\_\_\_\_,

**or**  License Fees are Not Applicable  
 License Fees are Waived  
(See Usage Permit)

**SECTION V - AUTHORIZATION AND AGREEMENT:** This License Agreement dated \_\_\_\_\_ is subject to the requirements, conditions and instructions on the reverse which have been read and understood by the signatories.  
Insurance certificate is attached

Approved: \_\_\_\_\_  
School Principal Date

Applicant: \_\_\_\_\_  
Title: \_\_\_\_\_ Date

Approved by : \_\_\_\_\_

Date

## **SCHOOL USAGE PERMIT**

The Board of Education of the City of Chicago permits use of Board facilities subject to the following :

1. **Prohibited Uses** Under no circumstances will Board facilities be used for any purpose which results in a material increase in the risk of personal injury or property loss or which are inherently dangerous. In addition, Board property may not be used for fire works displays or functions at which alcoholic beverages are served.
2. **Permitted Uses** School functions which are approved by the Principal and Local School Councils **do not require** either a license or fee for the use of school facilities. These functions include but are not limited to graduation exercises, alumni meetings, proms, interscholastic sessions and PTA - P.T.S.O. meetings.
3. **License Requirements** All other uses require an executed School Usage Permit. License hereby agrees that:

A. Licensee has inspected the Premises and accepts the Premises with full knowledge of the condition thereof.

B. Licensee on behalf of itself and inclusive of its affiliates, employees, agents and invitees accepts and assumes sole responsibility for loss of life, injuries to persons and loss or damage to property due to the condition of the Premises or Licensees operations, activities or use of the Premises.

C. Licensee will fully defend, indemnify and hold harmless the Board of Education of the City of Chicago, the Chicago Board of School Trustees and their members, officers, directors, employees, representatives and agents (Indemnitees), from and against all liability, loss, claim, demand, lien, damage, penalty, fines, interest, cost and expense (including without limitation reasonable attorneys' fees and litigation costs) incurred by the Indemnitees for injuries to persons (including loss of life) and for damage to or destruction, loss or theft of property which is directly or indirectly due to the condition of the Premises or due the Licensees use of the Premises, including but not limited to the acts or omissions of the Licensee, its successors, subsidiaries, affiliates, members, grantees, employees, representatives, agents, invitees and assigns. Licensees contractual obligation to defend, indemnify and hold Indemnitees harmless is in addition to and not in lieu of any obligation to provide insurance coverage.

D. Licensee agrees to provide at its own expense, standard Commercial General Liability Insurance naming The Chicago Board of Education of the City of Chicago, a body politic and corporate, and its employees as Additional Insureds with respect to this School Usage Permit with a limit of not less than \$1,000,000

4. **Additional Approval** Specific approval by the Chief Operating Officer is required for:

A. **Swimming Pool Usage** - Licensee agrees to provide an adequate number of properly qualified Life Guards and/or Water Safety Instructors [Red Cross or YMCA certified] and to comply with all Board and Illinois Department of Public Health regulations governing the use and operation of swimming pools.

B. **Carnival Operations** - Licensee agrees to comply with the City of Chicago **Special Event Permit Application** procedures and to provide documentation of such compliance to the Boards Bureau of Real Estate Management as a condition of a license.

5. **License Modification** The Board retains the right to terminate, change or modify this School Usage Permit or require a special permit, Licensee or lease.

### **SCHOOL / DEPARTMENTAL INSTRUCTIONS**

**Permit:** Please provide a signed copy of the front of this Permit **together** with the required insurance certificate to the Boards Bureau of Real Estate Management. No further approvals are needed unless the permit involves swimming pools or carnival operations. Any questions regarding this Permit or insurance should be directed to either Real Estate 773/553-2950 or Risk Management 773/553-2827. Retain the original permit and provide a copy of the permit [both sides] to the Licensee.

**License Fees:** Any fees charged for the use of school buildings or grounds may be retained by the school and used for school purposes including costs associated with this permit. Fees may be waived if the Principal and Local School Council determine that educational purposes are served by such a waiver.

Stadium license fees and admission charges are to be retained by the Board and credited to the Department of Health, Physical Education, Recreation, Safety and Driver Education. Questions regarding stadium licenses should be directed to this Department at 773/535-0270.

Applicant: \_\_\_\_\_

Date