

## **Appendix C**

### **WEST 40 INTERMEDIATE SERVICE CENTER #2** **PROPERTY USE REQUEST**

Organization:

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Facility & Room Requested:

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Dates Requested (all dates must be listed separately or on a separate sheet):

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Time of Event:

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Purpose:

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Number of Persons Expected:

Admission fee (if any)

**All groups that use our facilities will be required to staff the front entrance for arrival and dismissal of all participants of their events and activities. All doors must remain locked and closed at all times with no propping of the doors.**

1. By signing this application applicants acknowledge that they have read and comply with all the rules and regulations listed in the Facility Usage Agreement. Applicants also utilizing our facility agree to ensure that they and their guests familiarize themselves with our posted evacuation plans and emergency flip charts.
2. This form must be filled out completely and emailed to the Director of Facilities & Operations, Jeanne Keane, [jkeane@west40.org](mailto:jkeane@west40.org) in advance of the reservation date.
3. The certificate of insurance must be submitted before the application is approved.
4. Please provide proof of non-profit status (if applicable).

5. Invoices for usage of facilities will be issued by West 40 ISC #2 Business Office. Payment is due upon receipt prior to the use of facilities. Questions concerning usage fees should be directed to Jeanne Keane, [jkeane@west40.org](mailto:jkeane@west40.org), 224-474-5386.

We, the undersigned, agree to comply with all rules of West40 relating to the use of West40 properties (rules and regulations are listed in the Facility Usage Agreement) hereby assume responsibility for the enforcement of said rules during the time the building is being used.

Printed name of Applicant:

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Signature of Applicant:

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Address:

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Primary Contact Number:

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Email Address:

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For Office Use Only:

Received (Date): \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved: \_\_\_\_\_

Fee: \_\_\_\_\_

Invoice Date \_\_\_\_\_

Payment Received \_\_\_\_\_

Notice sent to Renter \_\_\_\_\_

Director of Facilities \_\_\_\_\_

## **Appendix D**

### **INDEMNITY FOR USE OF SCHOOL PROPERTY**

In consideration of permission granted by West 40, ISC #2, Cook County, Illinois, to the undersigned to use the following school facilities:

Facility \_\_\_\_\_ Room \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_

For the purpose of \_\_\_\_\_

the undersigned hereby agrees to hold said West 40 harmless and indemnified and to protect West40 from any claims for damages, or expenses of defending any such claim for damages of any nature resulting from the use of said premises by the undersigned, it's agents, representatives, invitees, or any other persons including, but not limited to, the repair of any damages to any West40 property, of any nature resulting from such use by the undersigned, it's representatives, agents, invitees or other persons as a result of such use.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2026/27

Organization:

\_\_\_\_\_

Printed name of Applicant:

\_\_\_\_\_

Signature of Applicant:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

## **Appendix E**

### **PANDEMIC AGREEMENT**

In consideration of permission granted by West40 ISC #2, Cook County, Illinois, to the undersigned to use the following school facilities:

Facility \_\_\_\_\_ Room \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_

For the purpose of \_\_\_\_\_

West40 reserves the right to immediately terminate this facility usage agreement in the event of any pandemic, epidemic, endemic, outbreak, or any other widespread viral or bacterial infection, pursuant to applicable Illinois regulations and the Centers for Disease Control and Prevention (“CDC”) guidelines, including but not limited to COVID-19.

The undersigned assumes full responsibility for implementing safety measures to avoid the spread of infectious illness and agrees to abide by all applicable Illinois regulations and CDC guidelines when occupying West40 facilities.

The undersigned agrees to hold West40 harmless from any claims for damages, or expenses arising from any pandemic, epidemic, endemic, outbreak, or any other widespread viral or bacterial infection.

In the event of any pandemic, epidemic, endemic, or outbreak as defined by the CDC, the undersigned agrees to reimburse West40 for cleaning and disinfectant services, a bill for which will be mailed to the undersigned within 30 days of incurring such cleaning and disinfectant services.

All organizations are responsible for following all West40 mitigation strategies during building usage.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2026/27

Organization:

Printed name of Applicant:

Signature of Applicant: