



PLEASANTVIEW
FIRE PROTECTION DISTRICT
1970 PLAINFIELD ROAD
LAGRANGE HIGHLANDS, IL 60525
PHONE (708) 352-9229
FAX (708) 784-0386
www.plvw.org

CHIEF
KARL ARGAST
DEPUTY CHIEF
TIM DONATUCCI

TRUSTEES
JAMES F. GAY, PRESIDENT
VERNON MILLSAP, SECRETARY
JUAN MANUEL GIRON, TREASURER
EDWARD SANTEN, TRUSTEE
WILLIAM SREJMA, TRUSTEE

Use of Facility Agreement

1. Applications & Requests

All requests for facility or equipment use must be submitted in writing no less than thirty (30) days before the requested date of use. The Fire Chief will approve or deny the request no later than fourteen (14) days before the requested date.

2. Continued/Future Use

Organizations or individuals seeking continued or future use of the facility must comply with all District policies, rules, and regulations, as well as all applicable laws. If facility use exceeds fifteen (15) consecutive working days, a formal lease agreement may be required in addition to compliance with all relevant policies and regulations.

3. Authority

The Board of Trustees retains the final authority to grant or deny any request for facility use. The Board may waive or amend existing policies and regulations regarding facility use without prior notice.

4. Cancellation

The District reserves the right to terminate facility use without notice if there is a violation of this policy or if the District requires the facilities for its own operations. The Board of Trustees shall be the sole authority in determining whether a violation has occurred.

5. Eligible Users

Facilities are available for use by community-based, cultural, social, or civic nonprofit and nonpolitical groups or organizations. "Community-based" refers to organizations, groups, or individuals where the majority of members or participants reside within the District's boundaries. Facilities shall not be available for private use.

Serving the Communities of Burr Ridge,
Countryside, Hodgkins, Indian Head Park,
LaGrange Highlands. Unincorporated
Cook County and Willowbrook
For Over 75 Years



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6. Priority of Use

Priority for facility and equipment use will be granted in the following order:

1. District activities.
2. District affiliated organizations.
3. Groups sponsored by District affiliated organizations.
4. Fire service groups or organizations.
5. Community-based cultural, social, or civic nonprofit and nonpolitical groups, organizations, or individuals.

7. User Responsibility (Hold Harmless and Indemnification Agreement)

Hold Harmless/Indemnification

Users agree to indemnify and hold harmless the Pleasantview Fire Protection District, the Board of Trustees, its members, employees, and agents from any claim, cause of action, loss, judgment, injury, or expense arising from facility or equipment use. Users shall also assume all costs for repair or damage to the facilities.

Insurance

The Board may require users to obtain liability insurance of at least \$500,000, naming the District as an additional insured. A certificate of insurance must be submitted before facility use, with a 30-day notice required for cancellation.

8. Opening and Closing of Facilities

Facility doors will open no more than 15 minutes before scheduled use. Users must vacate within 20 minutes after the approved time and no later than 10 PM unless granted special permission. A District employee must be present during facility use unless otherwise authorized.



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9. Equipment, Fixtures, Furniture, or Materials

Equipment, fixtures, furniture, or materials not approved must be removed after use. Moving District equipment without written permission is prohibited. Users accept full responsibility for damages.

10. Building Regulations

Smoking/Vaping

Smoking and vaping are prohibited in all facilities. Violations may result in cancellation of facility use privileges.

Alcohol and Controlled Substances

Alcohol and controlled substances are strictly prohibited. Violations will result in immediate termination of facility use.

Refreshments

Organizations serving refreshments must provide their own supplies and dispose of waste properly. The sale of food or beverages requires special approval.

Supervision

Persons under 18 must have adult supervision.

11. Bond Requirements

The Board may require users to post a bond to cover potential facility or equipment damage. The user's officer may be required to sign a contract accepting financial responsibility for damages.



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Agreement Acknowledgment

I have read and agree to comply with the terms outlined in this Facility Use Agreement.

User Information:

- Name of Organization: _____
- Authorized Representative: _____
- Contact Number: _____
- Email: _____
- Date(s) of Facility Use: _____
- Purpose of Use: _____
- Total amount of person(s) attending: _____
- Total hours and Time Frame: _____

Signatures:

Authorized Representative Signature: _____

Date: _____

District Representative Signature: _____

Date: _____