

# Facility Usage Application

Wilmette Public Schools District 39

Business Office

Mikaelian Education Center 615 Locust Road Wilmette, IL 60091

Contact: Mary Ann Esler 847 512-6036 FAX: 847 256-1782 [eslerm@wilmette39.org](mailto:eslerm@wilmette39.org)

ID./Contract No.

## SPONSORING ORGANIZATION

Not-For Profit  Yes  No Attach proof of not-for-profit status

Contact Name \_\_\_\_\_

Org. Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

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

SCHOOL  Central  Harper  Highcrest  McKenzie  Romona  WJHS

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

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

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

## PROGRAM DETAILS

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

Number of People Attending \_\_\_\_\_ Do at least 51% of participants reside within D39 boundaries?  Yes  No

Will food be served?  Yes  No The Village of Wilmette requires a Temporary Food Service Permit <http://www.wilmette.com>

Will third-party vendors be involved?  Yes  No If yes, additional information and/or permits may be required

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

## 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) \_\_\_\_\_

## VILLAGE OF WILMETTE PERMITS

Public events in the Village of Wilmette may require one or more licenses, permits, inspections, or other types of approval to comply with applicable Village Ordinances and Codes, requirements and conditions. All permit applications may be found on the Village website, [www.wilmette.com](http://www.wilmette.com) or by calling the Deputy Village Clerk, 847-853-7511

## APPLICATION FEE

A non-refundable \$25.00 processing fee, payable to Wilmette Public Schools District 39 is required with submission of the signed application. This fee will be returned if District 39 is unable accommodate the applicant's request.

Applicant Name (print) \_\_\_\_\_

Applicant signature \_\_\_\_\_