

## **Important Information Regarding Completion of the Application Request for Use of District 86 Facilities**

Upon opening the electronic application, click on the "Highlight Fields" button and complete all applicable fields on the form. *We ask that if you must complete the application by hand, print **very clearly**. Be sure to include an email address and phone number(s)* at which you may be reached for approval notification or in the event clarification is needed. Note: If you are requesting multiple dates and/or multiple facilities, please attach to the application a separate, detailed listing.

Applications completed online should be signed electronically and emailed directly to the appropriate building's email address provided on the application. Printed applications may also be mailed to the street address provided on the form. If you choose, completed applications may also be dropped off with the Greeter at each of the building's main entrances.

### **PLEASE NOTE THAT ALL requests/applications must be submitted together with:**

- A copy of a current, up-to-date **Certificate of Insurance (COI)** – required for all applicants;
  - The COI must indicate the **Certificate Holder** as follows (in the lower left corner of the COI):
    - **Hinsdale Township High School District 86**
    - **55<sup>th</sup> & Grant Streets**
    - **Hinsdale, IL 60521**
- A copy of your **501(c)3** - as proof of your tax-exempt, non-profit status, if applicable;

Submit these documents at least two weeks in advance of the requested facility usage date(s). Due to heavy demand, please allow at least 2-4 weeks for processing. Your patience is appreciated.

Following review of the requested date(s), you will be notified by email or phone as to whether or not your request can be accommodated.

If you have any questions, please contact the Building Assistant Principal for Operations by phone at:

- Hinsdale Central: 630-570-8214 or 8215
- Hinsdale South : 630-468-4215 or 4216

or by email:

- [HinsdaleCentralRental@hinsdale86.org](mailto:HinsdaleCentralRental@hinsdale86.org)
- [HinsdaleSouthRental@hinsdale86.org](mailto:HinsdaleSouthRental@hinsdale86.org)