



Where Students Come First

1700 S. O'Plaine Rd, Green Oaks, IL 60048 • (847) 367.4120 • www.ogschool.org

BUILDING USE REQUEST FORM INSTRUCTIONS

When you are filling out this form for any meetings, gym or room use list all dates and times you wish to reserve. Be sure to list names and phone numbers for contact persons.

All building use requests will be evaluated before approval. All non-school events are subject to cancellation if a school sanctioned event requires use of said space.

Include your proof of insurance with application. Insurance should be in the form of General Commercial Liability.

Building rental rates;
Saturday and Sunday, \$50/hr per space

Thank you for your cooperation.

Derek Hilliard
Director of Buildings and Grounds
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