



## Cook County School District 104

James C. Wrenn Administration Center  
6021 S. 74<sup>th</sup> Avenue  
Summit, IL 60501



### **Application for Facilities Use & Usage Agreement**

The Cook County School District School Board Policy 8:20 “Community Use of School Facilities” allows for the usage of its facilities by the public during non-school hours so long as it does not interfere with a school function, the safety of students and employees, and does not affect the property or liability of the school district. Community members and organizations should complete the attached application and provide the required insurance documentation in order to the use of the district’s facilities. The step-by-step procedure for facility usage approval is outlined below.

- Step 1 – Complete the application form, sign off on the emergency procedures form and attach an insurance certificate covering the time period requested.
- Step 2 – Submit the rental application to Administration Center located at 6021 S. 74<sup>th</sup> Avenue, Summit, IL 60501.
- Step 3 - The District administration will review the application and completed applications will be sent to the Buildings and Grounds Director.
- Step 4 – The Buildings and Grounds Director will determine if the facility is available for use and any fee that will be charged for using the facility.
- Step 5 – The District will send the requestor a letter indicating whether the application was approved or declined by the Board of Education.

If you have any questions regarding the application process or would like to check availability of facility space prior to completing an application please contact the Buildings and Grounds Director at 708-458-0505.

# Cook County School District 104

## FACILITY RENTAL AGREEMENT FOR USE OF SCHOOL FACILITIES

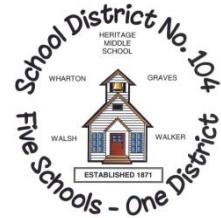
### TERMS

I/(We), the undersigned \_\_\_\_\_, hereafter referred to as “Renter”, hereby applies to use the facilities of the Cook County School District 104 described below for the period of (dates and times) \_\_\_\_\_ for the purposes of (name and nature of the event) \_\_\_\_\_ and agrees that the use of such facilities, if granted, is subject to the following conditions.

- i. That the person completing this application does so with the full authority of the Renter.
- ii. That the facility is available only when not required for school use\* and the use is limited to only those rooms and areas designated.
- iii. That the Building Administrator and Buildings and Grounds Director approve the location, time, date, and use of the facilities.
- iv. That reimbursement to Cook County School District will be made by the Renter for any and all charges incurred by the school district, including any damages caused by the Renter’s use.
- v. That adult supervision and building security, sufficient to the Buildings and Grounds Director, will be provided by the Renter at all times before, during, and after the event.
- vi. That the use of tobacco or alcoholic beverages will not be permitted on school premises under any circumstances.
- vii. That all custodial, utility, and set-up/tear-down costs required for this use will be paid by the Renter as set forth in Appendix A “Facilities Usage Fees”.
- viii. That prepayment of estimated charges will be required for all Renters prior to facility use.
- ix. That the Renter agrees to save and hold harmless the Board of Education, the Administration and the Employees of the School District from any and all actions and causes of action or claims for damage arising or growing out of the use and occupancy of the facilities pursuant to this agreement, and that the Renter is insured with the \_\_\_\_\_ insurance company with a an “Occurrence Coverage” policy for a minimum of \$1,000,000 single combined limit of liability against personal injury and/or property loss and damage, and the renter will furnish the certificate showing Cook County School District 104 as “**additional insured**” thereof prior to entering into the use of the facilities.
- x. Cancellations must be made 24 hours in advance of the usage to avoid usage charges.

\*The district reserves the right to cancel a meeting session if the district needs to utilize the space for district operations or activities. The district will make every effort to provide the renter with at least 24 hours’ notice and when possible offer an alternate meeting location.

**I have read and agree to follow the emergency procedures included in Appendix B of this rental agreement \_\_\_\_\_ Date \_\_\_\_\_**



**USAGE APPLICATION**  
(To be completed by Renter)

Name of Renter/Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_  For-profit  Not-for-profit

Address of Renter/Organization: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_  
\_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Building Requested:  Walsh  Walker  Wharton  Graves/Heritage

Area:  Classroom  Gymnasium  Multipurpose Room  Outdoor

AV/Media Needs: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

+++++For District Use Only+++++

Application Complete  Building and Space Available

Insurance Certificate Attached  Tier Type

Approved  Rental Fee \$ \_\_\_\_\_

Declined  Reason: \_\_\_\_\_

Key Card Issued  Yes  No Key Card Number: \_\_\_\_\_

\_\_\_\_\_  
Building & Grounds Director Date Superintendent Date

## APPENDIX A: FACILITY USAGE FEES

The School District will make the final determination of an organization's Tier classification based upon the function of the organization and the nature of the event.

Tier 1 = School sponsored groups (PTO/PTA), municipal use, not-for-profit school related organizations (clubs, scouts)

Tier 2 = Not-for-profit community youth groups (sports teams/clubs), Summit, Bedford Park, and Bridgeview Gardens community members or organizations.

Tier 3 = Non-community, for profit organizations, and religious organizations.

Tier	Custodial	Utilities	Set-up/Tear down
1	NC	NC	NC
2*	\$50/hr	\$5/hr	\$20/hr
3	\$50/hr	\$5/hr	\$20/hr

*\*Charges will be applied to Tier 2 users if the event takes place, or extends, beyond normally scheduled custodial hours.*

*The district reserves the right to charge an hourly cleanup fee of \$20.00, based upon the number of hours required, for any user group regardless their tier status, if the area is left in a manner that requires additional clean-up time for custodial staff. .*

## **APPENDIX B: EMERGENCY PROCEDURES**

Prior to beginning a rental the Coach/Sponsor should familiarize themselves with the following emergency procedures along with reviewing the evacuation maps and shelter-in-place-maps posted in each occupied area. (If evacuation or shelter-in-place maps are missing please contact the Buildings and Grounds Department.)

### **EVACUATION [Fire]**

***Purpose:** Whenever it is determined that it is safer outside than inside the building (i.e., fire, earthquake, explosion, hazardous material spill inside, structural failure, etc.)*

#### **Coach/Sponsor Responsibilities**

- Designate someone to Call 9-1-1, identify the name of the school, and describe the emergency, state that you are evacuating.
- Notify a member of the buildings and grounds team of the evacuation.
- Coaches/sponsors will instruct athletes/students to evacuate the building.
- Take attendance, specially noting any athletes/students that are missing.
- At the assembly area, coaches/sponsors and athletes/students will stay in place until further instructions are given.

### **LOCKDOWN**

***Purpose:** Used when there is a threat of violence or serious incident that could jeopardize the safety of athletes/students/staff (I.E. Intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)*

#### **Coach/Sponsor**

- Designate someone to Call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known.
- Lock the doors, turn off lights, and shut blinds and windows.
- Move athletes/students away from the doors and windows.
- Have all persons sit down against an interior wall.
- If a life threatening situation exists, exit immediately to a place of safety.
- Take attendance and be prepared to notify the first responders of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the building until the first responders give the “All Clear” signal.

## **SEVERE WEATHER [Tornado]**

### **When a Severe Weather Watch has been issued...**

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review “DROP COVER and HOLD” procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

### **When a Severe Weather Warning has been issued in the area, or severe weather has been spotted...**

- The coach/sponsor will announce SHELTER-IN-PLACE alert signal
- The coach/sponsor will direct athletes/students inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- Ensure that students are in “DROP, COVER, and HOLD” positions until the danger passes.
- If outside, athletes/students should move to the nearest interior safe area. If time does not permit, have athletes/students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Remain in safe area until warning expires or until emergency personnel have issued an “all-clear” signal.

## **UTILITY LOSS OR BUILDING SYSTEM FAILURE**

Utility failure is the loss or interruption of electric power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, athletes/students may need to be relocated until the power is restored.

- Upon notice of loss of utilities, the Coach/Sponsor will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE or EVACUATION.
- The coach will report the system failure to a member of the buildings and grounds team to determine the anticipated duration of the outage.
- The Coach will determine whether the activity/practice will be cancelled, or temporarily suspended.
- In the event of a gas leak, the Coach will announce that all are to EVACUATE. DO NOT ACTIVATE THE FIRE ALARM OR TURN ON ANY LIGHTS.
- Do not allow anyone to reenter the building until the facility has been deemed safe.

## **STRUCTURAL FAILURE**

Structural failure of a building may result from an earthquake, heavy snow and ice accumulation on roofs, broken water or sewer lines. The structural failure may be catastrophic with a sudden collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of athletes/students and staff.

### **Structural failure with collapse or partial collapse:**

- Upon the first indication of a structural failure the Coach may implement DROP, COVER and HOLD, an EVACUATION and an OFF-SITE EVACUATION.
- If the roof, ceiling, or wall collapses, athletes/students and staff should immediately DROP, COVER and HOLD, seek shelter under desks and tables, and move away from windows or glass.
- The Coach will initiate an EVACUATION of the building.
- No one will be allowed to reenter the building until declared safe by emergency management and public safety officials.

## **MEDICAL EMERGENCY**

### **Coach Responsibility:**

Quickly assess the situation. Make sure the situation is safe for you to approach.

- Assess the seriousness of the injury or illness.
- Under life and death circumstances call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first aid according to your level of training until help arrives.
- Comfort and reassure the victim. Do Not Move the sick or injured unless the scene is unsafe.
- If the victim is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.
- Staff trained in the use of the AED will respond to the scene and apply the device if necessary.
- If an AED was used, the person using it will complete the Automatic Defibrillator Incident Report, 4:170-E7.