



Arbor Park

School District 145

Use of Facilities Handbook

Adopted: February 2008

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Use of Facilities Handbook

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Introduction

The primary purpose and use of Arbor Park School District 145's facilities is to provide the students of our community with educational opportunities. Furthermore, the Board of Education is aware of the large capital investment citizens have made in school facilities. Therefore, maximizing use of the school district's facilities is encouraged if it is compatible with the efficient and effective operations of instructional and extracurricular programs and activities of Arbor Park School District 145. The Board of Education is pleased to make the facilities available to community groups within the school district in the promotion of school, civic, or social goals in accordance with School Board Policy and the Illinois School Code.

The following guidelines are provided as a convenience to those wishing to use school facilities or distribute literature through the schools. The use of facilities, display of literature, and distribution of literature are governed by School Board Policies: 8:20, 8:25, 8:30, 8:40, 8:50, 8:10, 4:172, respectively (See Appendix A).

Application Procedures

1. An authorized representative of the requesting organization/group must make application for the use of district facilities through the use of the District 145's *Application For Use of Facilities* (See Appendix C). Applications/contracts are to be submitted to the principal of the facility being requested or his/her designee.
2. The *Application For Use of Facilities* must be completed and signed by one or more members (21 years or older) of the organization who will be personally responsible for any and all damage, and who will oversee that all provisions relating to the use of the facilities are carried out in the best interest of the Board of Education of Arbor Park School District 145.
3. Prior to District approval of the request to use school facilities, the requesting group must furnish a current Certificate of Insurance covering use of the desired school facilities, naming Arbor Park School District 145 as the additional insured in the amounts of \$1,000,000.00 minimum for each occurrence of bodily injury liability and property damage liability of not less than \$1,000,000.00 for each occurrence. The policy must be an "Occurrence Made" insurance policy. No request for the use of facilities will be approved prior to presentation of a current Certificate of Insurance and reservations for space will not be held pending receipt of Insurance Certification.
4. At all times when the facility is used by a group, organization, or individual for physical activities such as but not limited to running, jumping, sport, or dance whether in the gymnasium(s) or elsewhere within the building, there must be at least one designated adult present who has been trained in the use of Automated External Defibrillators (AED) and CPR. Should an AED be used, the group, organization, or individual agrees to complete an "Automatic External Defibrillator Incident Report which is available at each school. **IMPORTANT:** The District will neither supervise outside activities nor will it supply individuals to act as emergency responders.

5. Any group, organization or individual must provide a written up to date list to the school district of all of its trained persons in the use of AED(s) upon request.
6. Organizations desiring to use district facilities from year-to-year are requested to submit their applications and current Certificate of Insurance by August 1 of each year.
7. By virtue of signature on the *Application for Use of Facilities* form, applicants agree to hold the Board of Education of Arbor Park School District 145, as a whole or the individual members thereof, and all school district officials, agents and employees, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school district property.
8. Applicants shall agree to reimburse the school district for any damages to school district property.
9. Applicants shall agree to conform to the policies and procedures pertaining to the use of school district facilities adopted by the Board of Education.
10. When a request to use the school district facilities clearly falls within the scope of the established policies, the superintendent or his/her designee is authorized to grant the request.
11. When a request to use the school district facilities does not clearly fall within the scope of the established policy, then the superintendent or his/her designee will refer the request to the Board of Education.
12. 51% Clause: At its discretion, the Board of Education may request the user to furnish evidence that 51% of the group requesting use of the facility actually reside within the Arbor Park School District 145 boundaries.
13. Payment for Use: Rental of a building for a one-time meeting or function is payable at least one week in advance. No refunds will be made for cancellation unless cancellation is made by the Board of Education or is made in writing by the requesting group at least 48 hours in advance of the scheduled use date.
14. Rental fees for school facilities by users on a regular basis shall be paid on receipt of invoice. Any organization delinquent in paying for use of the facilities after two notices shall be automatically disqualified from future use of district facilities until such time as payment is received.

Rules and Regulations

1. All rules and regulations of the Board of Education and provisions of the Illinois School Code are to be strictly observed by those using school district property and facilities. Any use, contrary to or in violation of the law, rules or regulations, shall be grounds for cancellation of the agreement and for removing the users from the property and further shall bar such individual, group or organization from further use thereof.
2. All agreements will be issued for specific rooms/areas and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the buildings ARE NOT USED and that the premises are vacated as scheduled.

3. Under no circumstances shall a room be used to accommodate a group in excess of the legal maximum seating capacity for that room.
4. Reservations and charges refer to the actual date and time only. Access to the room will not ordinarily be possible until approximately fifteen (15) minutes before scheduled time subject to prevailing conditions. Use of facilities for rehearsals or setting up of displays, etc., will involve additional time charges. (Basic fees are for actual time approved, which must include preparation time before and after the program.) (See Appendix B).
5. Members of the requesting group will not be admitted to rooms other than those approved as per their agreement.
6. School district facilities may not be used for private or individual gain.
7. The school district reserves the Winter Break, Spring Break, Summer Break and similar recesses and holidays to renovate and clean its facilities.
8. The Board of Education reserves the right to free access to all parts of the facilities at all times.
9. The Board of Education reserves the right to grant or reject any application for use of school facilities.
10. All non-school activities are to be scheduled in such manner as to not interfere with the extracurricular and regular functions of the school.
11. School district facilities are available only to specific groups and organizations requesting rental or use and not intended for the purpose of “open” facilities unless supervised by the local Park District or other community group with an agreement with the Board of Education, with at least 51% of the participants being residents of the school district.
12. At no time shall an individual or group distribute political literature on school district property to students or adults, post it on school district property, place it on school district property for voluntary pickup, or place it in or on automobiles parked on school district property.
13. Use shall only be granted under the supervision of a custodian or employee of the school district who shall have charge of the grounds, preserve order, protect school district property and do all things necessary to carry out the provisions and intent of the laws of the State of Illinois and the policies of the Board of Education which may apply thereto.
14. Setting up and taking down of chairs and equipment must be arranged by the user under school district supervision.

15. School district furniture or other apparatus may not be moved or displaced by the user without permission from and under the direct supervision of the school district employee in charge.
16. No electrical equipment shall be attached to existing circuits without prior approval.
17. The organization shall be responsible for maintaining order and discipline at all times.
18. The organization shall be responsible for maintaining cleanliness of the facilities.
19. Building custodians are directed to report any misuse of facility or rental agreement to the building principal and the Superintendent or his/her designee, who will then notify the Board of Education of any necessary action.
20. The use of facilities without charge will be granted only when a custodian is normally on duty; otherwise the organization will reimburse the school district for out-of-pocket costs. See Fee Schedule (Appendix B).
21. Groups entitled to free use of the facilities will be charged at the full rate if they join in profit-making enterprises with outside interests that do not directly benefit Arbor Park School District 145 students.
22. When the use of facilities is at no charge, it is the responsibility of the user to handle special arrangements upon the approval of school district personnel. All users are expected to leave the facility in the SAME ORDER AND CONDITION AS PRIOR TO USE.
23. Custodial services, for any work not directly assigned by a school designee, are not available. A custodian may not assume any responsibilities beyond the scope of his/her assigned responsibilities.
24. Storage space and school special equipment and supplies are not available.
25. Organizations using the gymnasium must furnish their own equipment, such as basketballs, volleyballs, and other light equipment. Gym equipment, such as net, mats, backboards, etc. will be available provided prior arrangements are made and the equipment requested is housed in the building to be used.
26. All equipment brought into the building by the user should be properly labeled and approved by school district personnel prior to placement in the building. Arbor Park School District 145 shall not be held responsible for the user's lost equipment nor is it liable for the use of the equipment. No equipment shall be stored on school district property.
27. Refreshments may be served only in designated areas with prior administrative approval.

28. All juvenile groups requesting the use of buildings or school district facilities must have acceptable and adequate adult sponsorship and supervision.
29. All supervisors or sponsors must be at least twenty-one (21) years of age.
30. Children will not be admitted into the facility without adequate adult supervision. The organization's / group's supervisor should not leave the premises until all children have departed.
31. Transportation of children to and from meetings must be pre-arranged. The school telephone may not be used to arrange transportation.
32. Alcoholic beverages and / or narcotics are not permitted on school district premises.
33. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school district buses, in school district buildings, or on school district grounds at any time.
34. Smoking or other use of tobacco products is NOT PERMITTED in school district facilities or on school district grounds, in accordance with Board of Education Policy 8:30, Tobacco Prohibition.
35. The buildings shall be cleared on weekdays, elementary 8:00 p.m. and middle school 10:00 p.m., unless special arrangements have been made with administration. On weekends, all buildings will be cleared by 6:00 p.m. unless special arrangements have been made with administration.
36. All children must park bicycles in the designated parking racks or areas. Bicycles may not be parked on lawns, roadways or inside the building.
37. Automobiles must be kept clear at all times in accordance with fire and police department regulations; and must be parked only in designated public parking areas.

Basic Fees (See Appendix B)

The basic fee for each school building application is determined by aggregating the cost for the actual utility rates paid by the district and out-of-pocket custodial/maintenance costs. Payment for any custodial costs or expenses must be paid directly to the district by all organizations. A district custodian or maintenance staff member must be on duty during all building use times.

The applicant group / organization / individual agrees to restore to original condition any district property that has been damaged or destroyed. The administration shall be the sole judge of said damage or destruction. Fees shall include any additional custodial time and additional costs of utilities.

Cancellations

1. All cancellations shall be made in writing to the building principal. Telephone requests will be accepted if confirmed in writing.
2. Notice of cancellation must be furnished to the business office at least forty-eight (48) hours before date of intended use.
3. The Board of Education reserves the right to cancel any organization's agreement to use the facilities. Wherever possible, ample notice will be given.
4. On any days of emergency closing, typically designated as inclement weather days or snow days, all building use is cancelled.

Facilities Utilization Report

Group representatives are required to sign a FACILITIES UTILIZATION REPORT (see Appendix C), which will state the time the facility is being utilized, the facility, area of facility, damage report, if any, and signature and phone number of the user's representative.

1. This report will provide information for the determination of the correct bill to the group.
2. The report will be completed by the custodian who is responsible for the area in use.
3. The custodian will submit a copy to the building principal after each use. In the event of any damage, the building principal will send a copy of the report to the Superintendent or his/her designee.
4. The Director of Business/District Operations will be responsible for assessing any damage to facilities and for invoicing the appropriate group for same.

Termination of Privileges

The Board of Education reserves the right to terminate any group's agreement and/or use of facilities privileges for violation of any of the terms and/or provisions of the Board of Education's policies and procedures pertaining to the use of Arbor Park School District 145 facilities.

**PRIORITIES AND GROUP CLASSIFICATION
FOR COMMUNITY USE OF SCHOOL FACILITIES**

In scheduling the use of Arbor Park School District 145 school facilities and properties, activities associated with the district's regular customary curriculum and extracurricular programs shall have priority over the activities of any other group / organization / individual. For the purposes of approving and scheduling requests, the following categories of user groups are hereby established in priority order:

Group 1 – School Sponsored Groups of Arbor Park School District 145 / Governmental Entities

- Approved student groups, booster clubs, parent-teacher organizations
- Employee associations
- Approved teacher activities
- Approved intergovernmental agreements and leases
- Governmental entities

Group 2 - *Non-Profit Groups – Child-Oriented

- Boy /Girl Scout and similar groups
- Religious Groups
- Cultural Groups
- Recreational Groups

**"Child-Oriented" shall be defined as the age group of children who are normally served by the educational program of Arbor Park School District 145; i.e., preschool through 8th grade. Also, the majority of the participating children shall live within the boundaries of District 145.

Group 3 - **Non-Profit Groups – Adult-Oriented

- Civic Groups
- Other taxing bodies within Arbor Park School District 145
- Religious Groups
- District 228

**"Adult-Oriented" shall be defined as any group whose target audience is adult and not primarily students in preschool through 8th grade. Also, 51% of those participating in a particular group must reside in Arbor Park School District 145 boundaries.

Group 4 – Profit Groups – Charging Fees

- Commercial groups

Group 5 – Board Approved Leases or Partnerships

- Board of Education authorization for building use

(See Appendix B, as attached is a chart delineating the applicable fees for each category.)

DISTRIBUTION OF GROUP LITERATURE

It is the intent of the Board of Education to assist students, parents, and staff in becoming knowledgeable of community, civic and student organizations and the programs they provide and the events they sponsor. In accordance with Board Policy 8.25, distribution of group literature will be as follows:

School Affiliated Groups / Governmental Entities

- All approved handouts will be distributed and/or placed on the District websites' Virtual Backpack.

Non-Profit Groups – Child-Oriented Community Based

- All approved handouts will be distributed via the District websites' Virtual Backpack.

Policies of the Board of Education, Arbor Park School District 145

- Policy 8:20 – Use Of School Facilities – Community Groups & Organizations
- Policy 8:25 – Display of Non-School Related Information to Students
- Policy 8:25 – Distribution of Non-School Related Information to Students
- Policy 8:30 – Conduct On School Property
- Policy 8:30 – Tobacco Prohibition
- Policy 8:40 – Spectator and Sportsmanship For Athletic and Extracurricular Events
- Policy 8:50 – Visitors to the Schools
- Policy 8:10 – Relations With Police Department (Safety and Security)
- Policy 4:172 – Use of Automated External Defibrillators (Medical Emergency Plan for AED(s)).

As Attached

Schedule of Building Use Fees

Weekday Hourly Rates					
GROUP CLASSIFICATIONS	CLASSROOM, MEDIA CENTER, COMPUTER LAB *	GYM	COMMONS	KITCHEN	GROUNDS
Group I, II, & III	No Charge	No Charge	No Charge	\$50.00	No Charge
Group IV	\$75.00	\$75.00	\$50.00	\$100.00	\$50.00
Group V	Fees are per Board Approved lease agreement ***	***	***	***	***

**Use of Computer Lab requires Arbor Park School District 145 Computer Technicians. Fees are based on individual technician salary and associated costs in addition to Building Use Fees, to be paid by the user.*

Weekend Hourly Rates (must pay a two hour minimum charge)					
GROUP CLASSIFICATIONS	CLASSROOM, MEDIA CENTER, COMPUTER LAB *	GYM	COMMONS	KITCHEN	GROUNDS
Group I, II, & III	\$50.00 Saturdays \$75.00 Sundays \$100.00 Holidays	\$50.00 \$75.00 \$100.00	\$50.00 \$75.00 \$100.00	\$100.00 \$200.00 \$300.00	\$50.00 \$75.00 \$100.00
Group IV	\$100.00 \$150.00 \$200.00	\$100.00 \$150.00 \$200.00	\$100.00 \$150.00 \$200.00	**	\$100.00 \$150.00 \$200.00
Group V	Fees are per Board Approved lease agreement ***	***	***	***	***

**Use of Computer Lab requires Arbor Park School District 145 Computer Technicians. Fees are based on individual technician salary and associated costs in addition to Building Use Fees, to be paid by the user.*

*** Use of Kitchen by Groups IV shall be determined by the Superintendent or his/her designee and verified in writing to the group user with a required acknowledgement of fee via signature of group's authorized representative.*



17301 Central Avenue
Oak Forest, IL 60452-4920

Appendix C

APPLICATION FOR USE OF FACILITIES

Date of Application:		Principal's Approval:		
Name of Organization:				
School Requested:	<input type="checkbox"/> Arbor Park (708) 687-5330	<input type="checkbox"/> Scarlet Oak (708) 687-5822	<input type="checkbox"/> Morton Gingerwood (708) 560-0092	<input type="checkbox"/> Kimberly Heights (708) 532-6434
List Area To Be Used: (Example: gymnasium, classroom #, library, etc.):				
Date(s) To Be Used:				
Time of Use: Note: Ending time restrictions: AP = 9:30 p.m./Others = 8:00 p.m.				
Services Requested (Example: public address system, # chairs/tables, scoreboard, etc.):				
Total Anticipated Attendance:				
Number of Minors:		Number of Adults:		
Name of Organization's Designated Representative:				
Representative's Address:				
Representative's	Telephone Number:		Facsimile:	
Representative's E-mail Address:				
Organization's Alternate Contact Representative:				
Alternate's Address:				
Representative's	Telephone Number:		Facsimile:	
Representative's E-mail Address:				

Conditions of Agreement

By affixing signature to this agreement, the above listed Organization/Authorized Representative(s) and Event Supervisor(s) verify that they have read the Arbor Park School District 145 **Use of Facilities Handbook** as adopted by the Board of Education and agree to abide by all rules and regulations specified therein. In addition, the Organization as represented by its supervisor(s) shall be responsible at all times for the conduct of the group(s) granted use of the facility so named above. The designated Representative further agrees to pay any applicable fees in accordance with Arbor Park School District 145 Board of Education Policy and to abide by the regulations set by said Board in Policy, Notice to Organizations Using The Facilities of Arbor Park School District 145, and Regulations For Use of District Facilities as contained in the **Use of Facilities Handbook** and further agree to indemnify, hold harmless, and reimburse the Board of Education with respect to claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident related to the use of the school facilities by the above named Organization. It is also understood that fees paid by the organization are to reimburse the School District for custodial services or damages incurred as directly related to the Organization's use of the facilities.

The Organization shall provide the School District with a Certificate of Insurance verifying that the group maintains adequate insurance coverage against personal injury and property loss in amounts not less than \$1,000,000.00 per category per occurrence. Said certificate shall name "Arbor Park School District 145" as an additional insured. Facilities may not be reserved without a current Certificate of Insurance on file.

If the request involves an indoor physical fitness facility the requesting Organization MUST:

- Designate at least one adult who agrees to be an emergency responder. Emergency responders must be trained CPR and AED users.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that only a trained user operates an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- In the event that an AED is used, the Organization agrees to complete all appropriate forms (Automatic External Defibrillator Incident Report).
- The Organization must agree to follow the "Medical Emergency Plan for Automated External Defibrillators" as shown on the reverse side of this form.

I agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures.

Applicant Signature

Date

FOR DISTRICT USE ONLY

Fees for Use: _____ Current Insurance Certificate On File: ___Yes ___No, Expiration Date: _____

Comments: _____

APPROVED _____ DENIED _____ OFFICIAL'S INITIALS _____ DATE _____

Medical Emergency Plan for Automated External Defibrillators

The Medical Emergency Plan shall establish the guidelines for compliance with Board of Education Policy, 4:172, Operational Services, Automated External Defibrillators (AED).

The Definitions, Reference Materials, Training Programs, Recognized AED Users, Incident Reports, Maintenance and Oversight Procedures, and Quality Assurance Measures, shall act as the guidelines and procedures for implementation of the proper use of a District owned AED.

1. **Each School's Physical Fitness Facility shall have an Automated External Defibrillator** located on the facility premises. Each unit shall be registered with the EMS System Resource Hospital along with the Trained AED Users and Maintenance Records.
2. The District's **EMS System Resource Hospital** is EMS, South Cook County Emergency Medical Service System, Ingalls Memorial Hospital, One Ingalls Driver, Harvey, Illinois 60426 Telephone: 708.915.6900 Facsimile: 708.915.2743
Medical Service Manager: Kimberly Stats, R. N., EMS Manager
3. The Superintendent shall establish a list of persons to be certified as a **Trained AED User**. Each Trained AED User shall provide the District with a copy of successful AED Certification that shall be kept in the person's Personnel File. The list is as follows:

Building Principal	School Nurse	Physical Education Instructor(s)
School Emergency Plan's Designated Person		Others as approved by Superintendent
4. The Superintendent or his/her designee shall **notify the Local Communication or Vehicle Dispatch Center (Oak Forest Fire Department or Tinley Park Fire Department [Kimberly Heights School]) of the existence, location, and type of each AED.**
5. The direct supervision and responsibility of each AED is that of the Building Principal or his/her designee. A **Daily cursory Inspection** shall be performed daily. A **Monthly Unit Operational Check** shall be performed and recorded (AED Unit Maintenance Form) to confirm the unit is in its location, the charged battery is working, and all equipment and materials are intact.
6. **Semi-Annually each unit shall be certified for operation by a certified, manufacturer recognized company.** A complete report of maintenance, tests, and equipment replacement shall be kept on file in the School Office and District Administration Center.
7. **A complete report shall be faxed or mailed monthly to the Medical Service Provider Manager for each incident where the AED has been in use.** The report shall include the following information:
 - A. Date of the Incident;
 - B. Time of the Incident;
 - C. Name of the person who determined the patient's unresponsiveness;

Medical Emergency Plan for Automated External Defibrillators PAGE 2

- D. Time the 911 was called;
 - E. Initial Heart rhythm;
 - F. Number of times the patient was defibrillated;
 - G. Name of the person who defibrillated the patient;
 - H. Final rhythm as the time of arrival of the first response vehicle:
 - a. Breathing, yes or no;
 - b. Pulse, yes or no.
8. It is the intention of these procedures to be a **Maintenance and Oversight Program** of Automated External Defibrillators by:
- A. A person acquiring an automated external defibrillator shall take reasonable measures to ensure that:
 - B. The automated external defibrillator is used only by trained AED users;
 - C. The automated external defibrillator is maintained and tested according to the manufacturer's guidelines;
 - D. The automated external defibrillator is registered with the EMS System Resource hospital in the vicinity of where the automated external defibrillator will be located, that shall oversee utilization of the automated external defibrillator and ensure that training and maintenance requirements are met;
 - E. The owner of the AED shall provide a list of trained users at the site, including copies of their certification cards, to the Resource Hospital;
 - F. The owner of the AED shall provide a copy of the manufacturer's guidelines for maintenance and testing, and documentation confirming that these guidelines were met as requested; and
 - G. Any person who renders out-of-hospital emergency care or treatment to a person in cardiac arrest by using an automated external defibrillator activates the EMS System as soon as possible and reports any clinical use of the automated external defibrillator in accordance with Section 525.500, Section 20(a) of the Act [410 ILCS 4].
 - H. A person in possession of an automated external defibrillator shall notify an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the automated external defibrillator. (Section 20(b) of the Act).
 - I. The EMS System shall notify local ambulance providers of AED's in the ambulance provider's service area.
9. For **Quality Assurance** the EMS System Resource Hospital shall submit the following information to the Department of Public Health on a quarterly basis, i.e., on or by June 30, September 30, December 31, and March 31 of each year:
- A. The number of times an AED have been used;
 - B. The outcome of the incident; and
 - C. Adverse effects, if any.
 - D. Tapes recorded by an AED shall be confidential.

Administration shall review annually with the Board of Education all AED usage and maintenance reports of District-owned units for the purposes of managing their accessibility.

Arbor Park School District 145

AED UNIT MAINTENANCE FORM

SCHOOL _____

INSPECTION DATE	SIGNATURE OF INSPECTOR	OPERATIONAL TEST SATISFACTORY	MAINTENANCE ACTION TAKEN	COMMENTS
January	NA	NA	NA	NA
1/2005				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

ARBOR PARK SCHOOL DISTRICT 145

OPERATIONAL READINESS DAILY CHECK

The inspector shall observe the AED in its case. The GREEN flashing ready light should be operational. Record the time and check 'Yes' or 'No' of your observation of the Green light. Immediately notify the proper person if the green light is NOT flashing and record Action Taken. Initial the box to indicate the inspection has been completed and by whom.

MONTH _____

<u>DATE</u>	<u>TIME</u>	<u>YES</u>	<u>NO</u>	<u>ACTION TAKEN</u>	<u>INSPECTOR'S INITIALS</u>
1					
2					
3					
4					
5					
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