

APPLICATION FOR USE OF DISTRICT 126 FACILITIES – 2023-2024

Applications must be approved before a non-school related group is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related. Use of school facilities for school purposes has precedence over all other uses.

Initial use of school facilities must have Board approval, except under extraordinary conditions where the Superintendent may approve.

(Rooms are available 4 p.m. - 10 p.m. only, in most cases.)

(In the event that a building is not open when requested, call 708-417-5673 or 708 417-5541.)

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity. **Adult Supervisors must be 21 years of age or older.**
- Only the cafeteria, gymnasium and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time. **All school property must be vacated by 10:00 p.m.**
- No furniture or equipment may be moved without prior approval from the Building Principal. The use of any type of footwear that leaves marks on the floors is prohibited.
- **Signs, displays, or materials (including tape) may not be attached, nailed, or otherwise affixed to walls or floors.**

2. All non-school related groups must agree to:

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense and liability arising out of its use of school property, except to the extent caused by any negligent or willful or wanton misconduct of Alsip, Oak Lawn, Hazelgreen School District 126 provided however that this shall not constitute, cause, serve or operate as a waiver or limitation in any manner, in whole or in part, of those protections or immunities related to District liability for ordinary negligence or willful and wanton misconduct existing or available to the District, its officers, agents and employees under Illinois law, statutory and common law, including the Illinois School Code, the Illinois Tort Liability of Schools Act (745 ILCS 25/1 et seq.) and/or Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/)
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board of Education's discretion.
Supply proof of insurance naming Alsip Oak Lawn and Hazelgreen School District 126 as an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property loss:

3. All non-school related groups must pay the following fees:

Rental charge (unless waived by Board policy): \$19.00 per opening. Weekend or any hours outside of our regular custodian schedule will be subject to a fee commensurate with custodial wages. **We do not allow outside groups to use our sound equipment nor do we provide support for outside equipment.**

Facility rentals must be approved at least 48-hours in advance. In the event of an activity being canceled by the organization, they shall contact the District Office (389-1900) before 2:30 p.m. on the scheduled day and notify them of the cancellation. Charges will be applied for failure to cancel.

4. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

5. All non-school related groups must agree to follow the District's *Plan for Responding to a Medical emergency at a Physical Fitness Facility, 4:170-AP6*. Important: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

6. If the request involves use of a physical fitness facility(gym), the non-school related group must:

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
- Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed (4:170-AP6, E2, *Automated External Defibrillator Incident Report*).

All Facility Staff
Members and
Users

Follow the *Step-by-Step Emergency Response Plan* described below:

1. Immediately notify the building's emergency responder(s) whose contact information is posted in the facility. Under life and death circumstances call 9-1-1 without delay.
2. Bring the first aid equipment and AED to the emergency scene. The AED should be operated only by trained AED users for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive.
3. Immediately inform the Building Principal, or if not available, the Custodian on duty, of the emergency.
4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.
5. If necessary, the emergency responder instructs someone to call 9-1-1, providing the location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene.
6. When paramedics arrive and assume care of the victim, the emergency responder or other staff person notifies the victim's parent/guardian or relative.
7. If an AED was used, the person using it completes the *Automated External Defibrillator Incident Report*, 4:170-AP6, E2. If appropriate, a supervising staff member completes an accident report.
8. If an adult refuses treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.

Operational Services

Automated External Defibrillator Incident Report

To be completed by the person who used the AED

Patient name: _____ Age: _____

Patient identification: Student Parent Other: _____

Date of incident: _____ Description of incident: _____

Name of person who determined victim's unresponsiveness: _____

Name of person applying AED: _____

Number of times patient was defibrillated: _____

Time 9-1-1 was called: _____

Patient vitals prior to arrival of EMS: Breathing Yes No
Pulse Yes No
Heart rhythm: _____

Time EMS arrived: _____

Patient vitals after arrival of EMS: Breathing Yes No
Pulse Yes No
Heart rhythm: _____

Patient transported to: _____

List series of events from start of emergency until conclusion:

Forward completed incident report to the Superintendent. Upon receipt, the Superintendent or designee shall follow the requirements at 77 Ill.Admin.Code §527.500.

Signature of person who administered the AED

Date

Address

Telephone