PROPERTY SERVICES DEPARTMENT Website: harlem122.org Phone (815) 654-4643 Fax (815) 639-2306			FACILITY REQUEST			
	Six Flags Hurricane Harbor Rockford		Street Address:	7820 N Cherryvale Blvd		
Contact/Representative:	Amanda Johnson		City, State Zip:	Cherry Valley		
Telephone No.:	8152187254		Event/Activity:			
E-mail Address: amjohnson@sftp.com			Lifeguard Certification Training			
FACILITY OR SCHOOL REQUESTED:		On-Site Supervisor from Organization:		Amanda Johnson		
HHS		Cell Phone Number		8152187254		
Pool 4/3/2022 8:00 AM 4:00 PM Sunday 4/24/2022 8:00 AM 4:00 PM Sunday 5/15/2022 8:00 AM 4:00 PM Sunday						

Harlem Consolidated School District No. 122

Signature of Contact/Representative: Amanda Johnson			Date:	1/25/2022	
APPROVALS	5			Rental Charges, if applicable	
Principal Jeremy Bois 1/25/2022			Room fees:		
		Date			
Property Serv	vices				
		Date	Custodial:		
			Equip/Misc:		
				(Fees subject to change/approval)	
*Concessions Neede	ed: 🔘 YES 💽 NO	C	Certificate of Insu		
*Concessions Neede		C FUNCTIONS HAV		irance:	
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	SCHOOL I to avoid conflicts in scheduling, however; facility, if available, or cancel your activ	FUNCTIONS HAV should a school event <i>v</i> ity for that date. SUN	E FIRST PRI be scheduled at DAY requests m	fter approval is received, you will be asked to use another nust have School Board approval.	
Every effort is made	SCHOOL F to avoid conflicts in scheduling, however;	FUNCTIONS HAV should a school event <i>i</i> ity for that date. SUN e equipped with an <u>A</u>	<b>E FIRST PRI</b> be scheduled at IDAY requests m <b>ED</b> (Automatic	fter approval is received, you will be asked to use another nust have School Board approval.	
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### **Community Use of School Facilities**

## 8:20-E1 Exhibit - Application and Procedures for Use of School Facilities

#### **Facility Request Procedures**

# 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.
- Only the cafeteria, auditorium, 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.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

#### 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.
- 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 School Board's discretion.
- Supply proof of insurance <u>naming Harlem Consolidated Schools #122 as an additional insured</u> 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 as applicable to rental agreement:

Rental charges (unless waived by Board policy), Custodial fees, and Meal and Beverage service (cost determined by the cafeteria supervisor).

# 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.** <u>Important</u>: 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.

#### 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 designee 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.

### 6. If the request involves a physical fitness facility, the non-school related group must:

Designate at least on adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged

to be trained in CPR and trained AED users. Important: State lawencourages all non-District coaches, instructors, judges, referees, or other similarly situated non-District anticipated rescuers who use the physical fitness facility in conjunction with the supervision of physical fitness activities, to complete a course of instruction that would qualify them as a trained AED user under III. law(<u>410 ILCS 4/10</u>; <u>77 III.Admin.Code §527.100</u>).

Amanda John:

- 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.
- Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed (4:170-E6, *Automated External Defibrillator Incident Report*).

By signing, I agree to all of the terms and conditions listed above, and acknowledge that I have received the District's Plan for Responding to a Medical emergency at a Physical Fitness Facility, Policy 4:170 AP(6).

Signature: Amanda Johnson

Date <sup>.</sup>	1	125	121	022	
Date.	1/	<b>Z</b> J	<b>~</b>	しとと	

APPROVED: November 13, 2017

Harlem School District 122