

Community Relations

Exhibit - Application and Procedures for Use of School Facilities

To be submitted to the Superintendent

This application 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.

Phi Epsilon Omega AKA

Organization Name

Bryant Elementary

Requested School Facility

Ceshia Wilder

Adult Supervisor from Organization (must be 21 years of age or older)

312-371-8403 / ceshia.wilder@gmail.com

Phone/email address

Back to School Rally

Program/Activity

8/12/18 10am - 5pm

Date(s) and start/end time(s)

None

Equipment needed

Canopy tents, BS equipment, table + chairs, pop corn machine, + Grill setup outside

Materials to be brought into facility

Unknown

Room arrangement, including decorations

None

Food service required

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

 Initial here if this is agreeable

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 naming [insert name of the District] as an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property loss:

Insurance provider name and contact number

Initial here if this is agreeable

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

Rental charge (unless waived by Board policy):

Meal and beverage service (cost as determined by the cafeteria supervisor):

Initial here if this is agreeable

4. Payment Method: ☐ Check ☐ Money Order ☐ Credit Card

If payment is by check, please make check payable to: The District

If payment by credit card, please indicate the following: ☐ Visa ☐ MasterCard

☐ Am Ex

Expiration date: _____ Credit Card No. _____ Today's date

Authorized amount: _____ Authorized signature: _____

5. 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.

Initial here if this is agreeable

6. 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.

☐ Activity being proposed is not in a physical fitness facility.

Initial here if this is agreeable

☐ Copy of the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility has been provided. (77 Ill.Admin.Code §§527.400(a) and 527.800(c). Important: State law encourages 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 Ill. law (410 ILCS 4/10; 77 Ill.Admin.Code §527.100).

Initial here that a copy of the Plan was received and that the Applicant has read and understands the above note.

7. If the request involves a physical fitness facility, 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.

ALPHA KAPPA ALPHA SORORITY, INCORPORATED
PHI EPSILON OMEGA CHAPTER
P.O. BOX 2363, HARVEY, IL 60426



April 24, 2018

Dear Community Sponsor,

The Phi Epsilon Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated will be hosting its 19th Annual Health Fair/Back to School Rally on Sunday, August 12, 2018 from 12:00 PM to 3:00 PM at the Bryant Elementary School, 14730 Main Street, Harvey, IL. The Health Fair and Back to School Rally has been and will continue to be a powerful educational resource for the Harvey Community. Last year, we provided 160 school aged children with book bags and school supplies. This year, we're committed to making this annual event even more successful.

In 1999, Phi Epsilon Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated was chartered in the City of Harvey/Dixmoor. Our goal and mission is to provide service, mentorship and scholarships to the families in the Harvey community and surrounding areas.

This event is one of our signature programs that encourages and empowers students to foster positive attitudes towards education. Our goal is to serve elementary and secondary aged children and their families by providing health awareness, refreshments, games, activities and school supplies for the upcoming 2018-2019 school year. This event provides an afternoon of encouragement, entertainment, fellowship, health awareness and enjoyment for the residents of the Harvey/Dixmoor community.

We are soliciting donations from community agencies, churches, independent vendors and businesses. We are in need of prizes, food and refreshments (hot dogs, hot dog buns, chips, juice and water), paper goods (plates and napkins), school supplies (pens, pencils, crayons, notebooks, folders, book bags, rulers, pencil cases, notebook paper, markers, highlighters, eraser, glue, protractors, compasses and dictionaries.) and services (music, entertainment, photography, videography). Your generous support and donations will assist us in our continued effort to brighten the lives of the children and families of Harvey/Dixmoor. All donors will be recognized at the rally and your donations will be used for the sole purpose and benefit of the residents of the Harvey/Dixmoor Community and surrounding areas.

We thank you in advance for your anticipated support and partnership with this initiative. If you have any questions, please contact me at 312-371-8403 or ceshiawilder@gmail.com.

Sincerely,

Ceshia C. Wilder

Ceshia C. Wilder, Phi Epsilon Omega Chapter Health Fair/Rally Chairperson

Trina Robinson

Trina Robinson, Phi Epsilon Omega Chapter Health Fair/Rally Co-Chairperson

Tanya Foucher

Tanya Foucher, Phi Epsilon Omega Chapter President

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Holmes Murphy
13810 FNB Parkway
Suite 300
Omaha, NE 68154

CONTACT NAME: David Bruck

PHONE (A/C, No, Ext): 800.736.4327 x5500

FAX (A/C, No): 800.328.0522

E-MAIL ADDRESS: dbruck@holmesmurphy.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Admiral Insurance Company 24856

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED Alpha Kappa Alpha Sorority, Inc.
5656 S. Stony Island Ave
Chicago, IL 60637

COVERAGES

CERTIFICATE NUMBER: 2018 A11 Rec Cert

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			CA00000333415	04/20/2018	04/20/2019	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000				
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		MED EXP (Any one person) \$ Excluded				
	<input checked="" type="checkbox"/> \$2,500 Deductible per occurrence		PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						
	<input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						WC STATU-TORY LIMITS
	If yes, describe under DESCRIPTION OF OPERATIONS below						OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate Holder is an insured on the above referenced policy.

CERTIFICATE HOLDER

All recognized undergraduate & graduate chapters of Alpha Kappa Alpha Sorority, Inc. that participate in the insurance program.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Edward (Ned) Kirklin/QUINET



Back to School Rally

*Sunday, August 19th
12:00pm – 3:00pm*

*Bryant Elementary School
14730 Main St.
Harvey, IL 60426*

*Sponsored by:
Alpha Kappa Alpha Sorority, Inc.
Phi Epsilon Omega Chapter*



*Attend our Back to School Rally & Health Fair
Please join us for a fun event for the whole *family!*

A parent/guardian must be present with child(ren) to receive school supplies.