

### 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.

<u>THORNTON TOWNSHIP</u> Organization Name	<u>Field School</u> Requested School Facility
<u>LARRY LAWRENCE</u> Adult Supervisor from Organization (must be 21 years of age or older)	<u>(708) 917-1002</u> Phone/email address
<u>SUMMER ENRICHMENT PROGRAM</u> Program/Activity	<u>JUNE 12, 2017 - AUG 3, 2017</u> Date(s) and start/end time(s)
<u>NONE</u> Equipment needed	<u>EDUCATION, SPORTS &amp; GAMES</u> Materials to be brought into facility
<u>NONE</u> Room arrangement, including decorations	<u>NONE</u> Food service required

- 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.

LL Initial here if this is agreeable
- 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

- 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.
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- Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed.  
*L.L.* Initial here if this is agreeable

**I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.**

**I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.**

*Larry Lawrence*

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The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. *(Note to Superintendent or designee: After approving or denying this application, return a copy of it to the person making the request, keep the original in the central office, and send a copy to the appropriate Building Principal.)*

Approved     Denied