

FACILITY REQUEST

Organization: Pop Up In The Parks
Contact/Representative: Alyssa McKiski
Telephone No.: 815-601-8979
E-mail Address: puitp23@gmail.com

Street Address: 849 Firefly Dr

City, State Zip: Machesney Park, IL 61115

Event/Activity: Pop Up Vendor Event

On-Site Supervisor from _____
Organization: Elizabeth Cadenas
Cell Phone Number 815-608-0880

FACILITY OR SCHOOL REQUESTED:

HHS

Main Gym	12/7/2025 10:00 AM 5:00 PM Sunday
Fieldhouse 1	12/7/2025 10:00 AM 5:00 PM Sunday
Fieldhouse 2	12/7/2025 10:00 AM 5:00 PM Sunday
Fieldhouse 3	12/7/2025 10:00 AM 5:00 PM Sunday

Comments/Special Instructions

We will need 2 hours before the event for setup and one hour after the event for cleanup which is included in the 10-5. The event would run from 12-4.

No

We will need 2 hours before the event for setup and one hour after the event for cleanup which is included in the 10-5. The event would run from 12-4. - No

Signature of Contact/Representative: Alyssa McKiski

Date: 10/14/2025

APPROVALS

Rental Charges, if applicable

Principal _____ Date _____

Room fees: \$60/hr per gym

Property Services _____ Date _____

Custodial: approx. \$35/hr

Equip/Misc:

(Fees subject to change/approval)

*Concessions Needed: ☐ YES ☒ NO

Certificate of Insurance: pending

SCHOOL FUNCTIONS HAVE FIRST PRIORITY

Every effort is made to avoid conflicts in scheduling, however; should a school event be scheduled after approval is received, you will be asked to use another facility, if available, or cancel your activity for that date. SUNDAY requests must have School Board approval.

All school gymnasiums are equipped with an **AED** (Automatic External Defibrillator)

These units are located near or in a hallway by a gym entrance.

See Page 2-3 for Emergency Medical Response Procedure Policies.

Conditions: 1. Must have a Certificate of Insurance naming Harlem School District #122 as additionally insured.

2. All groups must supply adequate supervision to ensure proper care and use of school facilities.

3. NO SMOKING IN SCHOOL FACILITIES OR ON SCHOOL GROUNDS.

4. Attached are the School District's General Rules & Regulations on facility usage.

5. Harlem Fan's Club has first option to provide concessions.*

6. See page 2-3 for additional Procedures for Use of School Facilities. Signature required prior to Facility Request 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 naming Harlem Consolidated Schools #122 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 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*. 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.

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 one 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 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).*

Alyssa McKiski

Initial

- 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: Alyssa McKiski Date: 10/14/2025

APPROVED: November 13, 2017

Harlem School District 122
