


## Memo

**To:** Harlem Board of Education  
**From:** Mike Chandler, Director of Operations   
**Date:** January 16, 2014  
**Re:** School Board Meeting – January 27, 2014

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PROPERTY SERVICES REPORT  
CONSENT AGENDA

**FACILITY REQUEST**

Recommend the Board of Education authorize its President and Secretary to approve the "Facility Request" for **Grace Lutheran Church** to use the Loves Park School - Gym for their **90 Yr. Celebration Services** on the following date:

Sunday                      June 22, 2014                      7:00 a.m. – 1:00 p.m.

Thank you.

MCds  
Encl.

PROPERTY SERVICES DEPARTMENT

820 Roosevelt Road

Phone (815) 654-4643

Machesney Park, IL 61115

Fax (815) 639-2306

# FACILITY REQUEST

P.S. 12/10

Organization: Grace Lutheran Church Street Address: 343 Grand Ave  
 Contact/Representative: Pastor Dehlsing City/State/Zip: Loves Park, IL 61111  
 Telephone No.: 815 633-8075 Activity: Church Service -  
 E-mail Address: \_\_\_\_\_ 90 yr. celebration  
 On-Site Supervisor from Organization: \_\_\_\_\_ Supervisor Name: Pastor Dehlsing  
 (Must be 21 years of age or older) Cell Phone Number: 815 633-8075

**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 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 for additional Procedures for Use of School Facilities. Signature required prior to Facility Request Approval. *ds*

Facility or School Requested	Room # or Area	Dates Requested	Day of Week	Arrival Time	Departure Time
Loves Park School	Gym	June 22, 2014	Sunday	7:00 a.m.	1:00 p.m.

Special Equipment or Set-up Required Before Event: \_\_\_\_\_  
 Air conditioning on \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* Concessions Needed:  
 YES   
 NO

Signature of Contact/Representative: Rav Burt Dehlsing Date: 1-16-2014

Special Conditions:  
 1. Needs school Board approval for Sunday  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Request **APPROVED** DENIED as noted.  
E. Clark 1-16-14  
 SCHOOL PRINCIPAL or Authorized Signature Date

**FOR PROPERTY SERVICES OFFICE USE ONLY**

Request **APPROVED** DENIED as noted


Signature - HARLEM PROPERTY SERVICES Date \_\_\_\_\_

cc: Originator \_\_\_\_\_  
 cc: Principal \_\_\_\_\_  
 cc: Head Custodian \_\_\_\_\_  
 cc: Athletic Director \_\_\_\_\_  
 cc: Business Office \_\_\_\_\_  
 cc: Harlem Fan's Club \_\_\_\_\_

Cert. of Insurance Date Requested: \_\_\_\_\_ Expires: \_\_\_\_\_

Rental Charges, if applicable  
 Room fees: \$25.00/hr.  
 Custodial: approx. \$35.00/hr.  
 Equip/Misc: \_\_\_\_\_  
 (Fees subject to change/approval)

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**Re:** School Board Meeting – January 27, 2014

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### PROPERTY SERVICES REPORT

#### CONSENT AGENDA

#### **FACILITY REQUEST**

Recommend the Board of Education authorize its President and Secretary to approve the "Facility Request" for **Harlem Baseball** to use the Harlem High School – Main Gym for their **Umpire Clinic** on the following date:

Sunday      March 23, 2014      8:00 a.m. – 3:00 p.m.

Thank you.

MCds  
Encl.

PROPERTY SERVICES DEPARTMENT

820 Roosevelt Road

Phone (815) 654-4843

Macheaney Park, IL 61115

Fax (815) 639-2306

# FACILITY REQUEST

10/29/12

Organization: BASEBALL Street Address: \_\_\_\_\_  
 Contact/Representative: Doug Livingston City/State/Zip: \_\_\_\_\_  
 Telephone No.: 815-654-4578 Activity: Umpire Clinic  
 E-mail Address: Doug.livingston@harlem122.org

On-Site Supervisor from Organization: \_\_\_\_\_ Supervisor Name Doug Livingston  
 (Must be 21 years of age or older) Call Phone Number 815-494-1980

**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 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 for additional Procedures for Use of School Facilities. Signature required prior to Facility Request Approval.

Facility or School Requested	Room # or Area	Dates Requested	Day of Week	Arrival Time	Departure Time
HHS	Main Gym	March 23, 2014	Sun	8:00am	3:00pm

Special Equipment or Set-up Required Before Event: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* Concessions Needed:  
 YES   
 NO

Signature of Contact/Representative: Doug Livingston Date: 12/19/13

Special Conditions:  
 1. Doug Livingston to be on-site during clinic  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Request **APPROVED** KPW DENIED as noted.  
Tarell 1-9-14  
 SCHOOL PRINCIPAL or Authorized Signature Date

**FOR PROPERTY SERVICES OFFICE USE ONLY**

Request **APPROVED** DENIED as noted

Signature - HARLEM PROPERTY SERVICES Date

- cc: Originator
- cc: Principal
- cc: Head Custodian
- cc: Athletic Director
- cc: Business Office
- cc: Harlem Fan's Club

Cert. of Insurance  
 Date Requested:  
 Expires:

Rental Charges, if applicable  
 Room fees:  
 Custodial:  
 Equip/Misc:  
 (Fees subject to change/approval)