



# District 83 Board of Education

10401 W. Grand Avenue, Franklin Park, IL 60131 (847) 455-4413

## Application for Building Use or Rental

School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Part(s) of Building to Be Used: \_\_\_\_\_

Insurance on File: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Rental Charge: \_\_\_\_\_

Nature and/or Purpose of Activity: \_\_\_\_\_

Date(s) of Use: (If more than one day, please attach a list of dates.) \_\_\_\_\_

Hours of Use: \_\_\_\_\_

Automated External Defibrillators (AEDs) have been installed in all of our buildings. Please see page 2 for locations of the AED units in each building.

**\*All non-school related groups working with the students and or adults doing physical activities must have at least one adult who is trained in CPR and AED use, a copy of their current card needs to be sent along with this application for building use, and must be present during all building use dates.**

**\*\*If using the pool, you must have a copy of the current CPR, AED, and Lifeguard Cards attached to the application for building use.**

\_\_\_\_\_ Initial here that this is agreeable and they are attached.

### Schedule of Building Use Fees

Per Board Policy 8:20

#### GROUPS THAT MAY USE THE SCHOOL FACILITIES

Use of school facilities may be granted to the following organizations or groups.

1. School Affiliated Groups: PTA, teachers associations, school committees, booster clubs, board-sponsored groups or councils, county or state school performances.
2. Groups and Organizations not affiliated with the district: Nonprofit organizations, Girls Scouts, Boy Scouts, provided that not less than 75% of the membership is composed of District 83 students, and is open for participation by any local citizen.
3. Park District

**These building use charges are for organizations that do not service the students of Mannheim District 83, or are a for profit organization servicing the students of Mannheim District 83.**

Area of Use	Hourly Rate	Custodian Rate per hour and /or Staff
Classroom weekday	\$50.00	*
Classroom weekend	\$50.00	* Over time: time and a half
Gym weekday	\$100.00	*
Gym weekend	\$100.00	* Over time: time and a half
Auditorium	\$150.00	* \$50.00 for staff member to operate equipment
Cafeteria (no kitchen)	\$100.00	*
Cafeteria (with kitchen)	\$150.00	* \$50.00 for staff member to operate equipment
Pool	\$200.00	* \$50.00 for a staff member
Fields	\$150.00	

\* Mannheim District 83 has the ability to decide if there is a need for any special services such as Maintenance, Cafeteria, Supervisory, and other needed personnel. These services will be calculated at the current hourly rate being paid to the employee. Overtime rates will be charged when applicable. For all indoor usage of any facility, a District

83 employee must be present at all times and a minimum of three hours at his/her current wage will be charged as well as overtime, if applicable.

**Regulations:**

- 1) Only residents or organizations residing in District 83 and servicing the students of District 83 will be allowed to use any facility and/or equipment at no building charge. All other organizations will be required to pay a building usage charge. See Building Use Charge Schedule above.
- 2) Full Payment for building use is due one week before the date of usage. Checks are to be made payable to Mannheim District 83.
- 3) The applying organization assumes full responsibility for misuse and damage to building and equipment.
- 4) Organizations assume full responsibility for proper supervision and conduct of their groups while in the building or on the school grounds. Failure to provide proper supervision may result in denial of future privileges.
- 5) There will be no alcoholic beverage of any kind brought to or consumed on the district premises.
- 6) There will be no smoking in the building or on the district premises.
- 7) No school facilities will be rented or made available on Sundays or holidays.
- 8) Only that portion of the building covered by this application shall be used.
- 9) Insurance in the amount of \$1,000,000 with District 83 named as a co-insured party may be required by the Superintendent.
- 10) All spaces being used will be left in the same condition as found.
- 11) No food or drink allowed in the gymnasium. (Only water)
- 12) No food or drink allowed in the pool deck, pool bleachers, bleachers in the gym, or the auditorium.
- 13) No food or drink allowed in other spaces (classrooms, hallways, etc.) without prior approval by the building administrator.
- 14) A listed contact person must be present at all times with one additional responsible party to help supervise.
- 15) Any changes to dates and times must be requested in writing at the school office.
- 16) Failure to follow any of the regulations can result in loss of privileges.
- 17) No glass containers can be brought into the pool area.
- 18) No bicycles, rollerblades, skateboards, etc, are allowed on the playgrounds and the tracks.
- 19) The district has the right to close a facility due to repair, maintenance, or detrimental weather conditions at any time.

**Automatic External Defibrillators (AED's) locations in each building.**

Each building has two Automatic External Defibrillators (AED's) with the exception of Mannheim Middle School, which has three. Located near every AED is a red cabinet containing a telephone; this telephone is set to immediately dial 9-1-1 after the receiver is picked up. Listed below are the locations of each AED installed in our school buildings:

<b>Building</b>	<b>Location</b>
Mannheim Middle School	1 <sup>st</sup> floor, main hallway, near main entrance and health clerk office 2 <sup>nd</sup> floor, across from Auditorium balcony entrance
Mannheim Middle School-Aquatic Center	On pool deck
Roy School	1 <sup>st</sup> floor, main hallway, near main entrance and health clerk's office 2 <sup>nd</sup> floor, across from main office stairwell
Scott School	In main hallway, near main entrance and school office Hallway outside North gym
Westdale School	1 <sup>st</sup> floor, main hallway, near main entrance and wooden gym 2 <sup>nd</sup> floor, near the main office stairwell
Enger School	In main hallway, near gym Near playground entrance, by elevator

The following information is included with each AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care.
2. A statement that the AED is only to be used by trained users.
3. Instructions for using an AED.

**The Board of Education requires all users of the building to sign the following hold harmless clause in addition to agreeing to abide by the above regulations.**

*“In consideration of being able to use the school district’s facilities, I, for myself, the members of my club/association/organization/council/group, my personal representatives, heirs, executors, next of kin, and assigns do hereby release, waive, hold harmless, covenant not and reimburse the District 83 Board of Education, its administrators, members, and employees with respect to any claims, demands, losses, damages, attorneys fees, and any other expense that may arise due to personal injury, property damage, or otherwise, suffered or incurred in connection with or incident to the use of the school facilities by the undersigned.”*

\_\_\_\_\_  
*First On Site Contact Person - Daytime Phone*

\_\_\_\_\_  
*Second On Site Contact Person – Daytime Phone*

\_\_\_\_\_  
*Name and Title of Person Requesting Building Use*

\_\_\_\_\_  
*Daytime Phone*

\_\_\_\_\_  
*Signature of Person Requesting Building Use*

\_\_\_\_\_  
*Principal’s Signature (Calendar Clearance) Date*

\_\_\_\_\_  
*Superintendent’s Signature*

\_\_\_\_\_  
*Date*