

Rules for Use of Lemont-Bromberek Combined School District 113A Facilities

1. The use of District facilities outside of normal school hours as designated by policy may be granted to groups and organization in the following order of priority:
 - a. School District Organizations and Activities.
 - b. Park District Activities.
 - c. Other Student Group (K-12) Activities.
 - d. Adult Organization Activities.
 - e. Others.

Permission to use the buildings and grounds by outside groups may be cancelled if the use of the buildings and grounds is required by the schools. District 113A's buildings are not available for usage on the evening before or the day of any school term holiday including: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday and Memorial Day. Some schools are available on a limited basis from June 1 – July 31. No schools are available from August 1 – August 31.

2. **District 113A reserves the right to unilaterally cancel any approved request for school facilities at any time.**
3. Organizations requesting the use of school facilities must present proof of insurance in the form of a Certificate of Insurance with School District 113A named specifically under the "Additional Named Insured," for limits of \$1,000,000 combined single limit liability.
4. Applications for Use of School District Facilities may be obtained at the District Office or the Park District. All assignments of Gyms will be determined at the Park District to coordinate the high volume of users.
5. Applications for Use of School District Facilities must be filled out completely and submitted to the Park District a minimum of two weeks prior to the requested date.
6. The use of school facilities is granted only upon the availability of a custodian or approved staff member for security coverage. Custodians are available for operational purposes only, and are not intended to assist with the activities or program. Additional costs may be incurred for set-up, takedown and clean-up costs as the stated hourly rates.
7. For security purposes, the Community Use Facilitator, a custodian, or another approved staff member must be on duty at all times when the facility is being used by any organizations regardless of the title of the supervising adult. The services of school custodians working during the week on normal shifts are not available for any work that is not directly assigned by school supervisors. Custodians may not assume any responsibility beyond the scope of their assigned duties.

8. District 113A has implemented a Medical Emergency Plan that includes the use of Automatic External Defibrillators (AEDs) in compliance with the *Physical Fitness Facility Medical Emergency Preparedness Code*. There are posters in each facility to indicate the locations of each AED. If your agency/organization meets these three criteria, you must ensure that a trained AED user is on the premises during your activity:
 - 1) agency/organization employs persons to provide supervision, instruction, training or assistance for persons using the facility for physical fitness activities;
 - 2) agency/organization supervises a total of 100 or more individuals during the activity at the facility; and
 - 3) agency/organization will use the facility for physical fitness activity focusing primarily on cardiovascular exertion.
9. The Board of Education through the Superintendent, reserves the right to refuse the use of any and all of its facilities to any organization at any time. The reasons for the refusal need not be stated.
10. Persons or groups using school buildings or grounds must assume full responsibility for all liability and must make full and prompt restitution for any damage caused.
11. The building and grounds used by any organization must be left in a clean and orderly condition, ready for use by the next group or the school. If custodial clean-up services are necessary following use by a group, the group will be charged for the clean-up services.
12. All programs and activities will be cancelled when school is closed due to inclement weather or emergency conditions, unless other arrangements are made with the Superintendent or the Superintendent's designee. Snow plowing, mowing, or air conditioning, etc. will not occur for the sole purpose of the organization using school property.
13. Proper footwear must be worn at all time, particularly in the gymnasium area. Wearing shoes that mark or damage flooring or wax will result in the shoes being removed, or the individual being removed from the building.
14. Any damage done to school property must be reported by the group or organization to the school office in a timely manner.
15. The Board of Education and/or the Superintendent reserve the right to make exceptions to the above-mentioned rules and regulations.

**VIOLATION OF THESE RULES COULD/WILL RESULT IN THE
SUSPENSION OR LOSS OF THE GROUP PERMIT FOR THE YEAR**

1. Persons and groups using school buildings and grounds must treat other groups or individuals on school property with courtesy and respect. Unsupervised children; rough, disorderly, or boisterous conduct; vulgar, profane, or obscene language; gambling and similar such inappropriate behaviors are prohibited on school district property. **Failure to observe this rule will result in a suspension of use for the activity for a minimum of two weeks.**
2. The use of alcohol, tobacco, and illegal drugs is strictly prohibited on school property, BOTH INDOORS AND OUTDOORS. **Evidence of such use (cigarette debris, etc.) will result in clean-up charge AND THE LOSS OF USE FOR THE BALANCE OF THE YEAR.**
3. Under no circumstances may flammables, fire or lighted candles be used on school property. **Evidence of such use will result in a clean-up charge AND THE LOSS OF USE FOR THE BALANCE OF THE YEAR.**
4. The right to stop an activity and immediately terminate the current use is reserved by the District, if in the opinion of its administrative staff or their representative(s), the group is damaging the buildings and grounds, or if the conduct of the group is not what is commonly expected of those using the buildings and grounds. **In such a situation, further use of the buildings and grounds by the organization will be suspended, pending review by the Superintendent of his designee.**
5. Failure to use an assigned time slot in a District Gym without canceling through the Park District will result in a \$5.00 fee, payable prior to the next scheduled use. **Failure to use an assigned gym time slot without canceling in two consecutive scheduled uses, or four (4) times in a semester will result in the suspension of use for the balance of the school year.**
6. **The organization must confine activities and person to the area(s) approved.** The organization is fully and solely responsible for proper supervision by an adult, 21 years or older, at all times for anyone participating or observing an event or activity in the building or on school grounds. **Failure to observe this rule will result in a suspension of use for the activities for a minimum of two weeks.**
7. Food and drinks are prohibited from all gymnasiums. These items are only allowed with prior approval for the District Office. **Failure to observe this rule will result in a suspension of use of the activity for a minimum of two weeks.**