



Oak Lawn-Hometown School District 123

Facility Use Guidelines

**Oak Lawn-Hometown School District 123
4201 W. 93rd Street
Oak Lawn, IL 60453
708-423-0150
Fax: 708-423-0160**



ELIGIBLE ORGANIZATIONS

Overview

Any organizations within and neighboring Oak Lawn-Hometown School District 123 are eligible to use the school facilities upon approval of its written application to the Superintendent or his/her designee, at a fee to be determined in conformity with Board of Education policy. All facility use applications are considered on a first come, first served basis. Following are the types of organizations eligible for use of facilities and their category designation:

Category 1: Oak Lawn-Hometown School District 123 Educational Programs

These organizations may use designated facilities free of charge at any time the buildings are open.

Category 2: Oak Lawn-Hometown School District 123 Partnership Oak Lawn Park District

These organizations may use the facilities through a negotiated intergovernmental agreement with School District 123 on regularly scheduled school days. These organizations may be required to pay a fee for use of designated facilities on non-school days.

Category 3: Organizations offering services closely related to the core mission of educating the children of Oak Lawn and Hometown.

These organizations may use facilities at **no cost** for meetings or activities at the end of the school day until 9:00pm on regularly scheduled school days. However, these organizations will be required to pay an hourly rental fee of \$35.00 per hour for classroom space and \$70.00 per hour for gymnasium space for use of designated facilities on non-school days. Examples of these organizations include the PTO/PTA, Girl Scouts and community churches.

FEE INFORMATION

The basic fee schedule is:

- \$35.00 per hour for a classroom space
- \$70.00 per hour for a gymnasium space



Fees must be paid **prior** to the event. Failure to do so will terminate the rental agreement and the renter forfeits use of the facility.

Basic fees are for actual time approved which must include preparation time before and clean-up time after the program.

Usage of facilities on non-student attendance days requires a minimum of three hour rental charge.

If, after the event, additional time is needed to clean the facility, the organization shall be billed at the appropriate rate.

If an alarm call is necessitated due to improper use of facilities, a minimum fee of \$110/hour will be charged back to the organization responsible for improper usage.

GENERAL RULES

These general rules and regulations will govern all uses of District 123 facilities:

- **SMOKING, ILLEGAL DRUGS, AND ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED ON SCHOOL PROPERTY. FAILURE TO COMPLY WILL RESULT IN SUSPENSION OF BUILDING USE PRIVILEGES.**
- All rules and regulations of the Board of Education and provisions of the Illinois School Code are to be strictly observed by those using Oak Lawn-Hometown School District 123 property and facilities. Any use, contrary to or in violation of the law, rules or regulations, shall be grounds for cancellation of the permit and for removing the users from the property and further shall bar such organizations from further use thereof.
- Parking in any areas other than the parking lots may cause forfeiture of the privilege of using the school facilities.
- School District 123 assumes no responsibility for any damage to vehicles or theft of articles from vehicles while on the School District 123 property.
- For all evening events, the custodian must be able to lock the outside door with the building cleared by 9:30pm.
- The custodian in charge may open or make available only such space and equipment as specifically mentioned in the agreement. The custodian is not required to open the doors until the supervisor named on the face of the contract is present.



- The custodian will remain on the premise the entire time the facility is in use.
- Building custodians are directed to report any misuse of facility or violation of rental agreement to the building principal, who will then notify the Administrative Services Office.
- Custodial services, for any work not directly assigned by a school designee, are not available. A custodian may not assume any responsibilities beyond the scope of his or her assigned responsibilities. Appropriate supervision **must be provided by the organization at all times** to ensure the security of the building and its contents.
- Those whose use the school property will not be permitted to manage or culminate any games of chance (bingo or illegal activity) upon the premises with the exception of:
 - *School connected groups that schedule fund raising activities or events for the sole purpose of raising money for Oak Lawn – Hometown School District 123 with said money being used for the direct welfare of the students.
 - *Exempt Community Groups (i.e. Senior Citizens, etc.)

All such activities must have prior written approval of the Superintendent or his/her designee.

- School furniture or equipment may not be moved by organizations using school areas without written permission from SD 123.
- Oak Lawn-Hometown School District 123 may suspend or rebate any fee paid, may suspend or cancel any permit granted, or may modify any of these regulations.
- Ordinary street shoes may be worn. However, if using the gym for running, non-skid white-soled gym shoes must be worn. Black-soled gym shoes are not allowed.
- All equipment brought into the facility by the user should be properly labeled and approved by Oak Lawn-Hometown School District 123 personnel prior to placement in the building. Oak Lawn-Hometown School District 123 shall not be held responsible for user's lost equipment nor is it liable for the use of the equipment. No equipment shall be stored on Oak Lawn-Hometown School District property, unless prior authorization is granted by the Administrative Contact.
- Oak Lawn-Hometown School District 123 will not be responsible for providing security for your event. This decision is at the discretion of the organization and at their expense.
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- Refreshments may be served in designated areas with PRIOR APPROVAL. No “red colored” beverages are permitted.

911 and AED Use

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.

APPLICATION PROCESS

Any organization desiring to use facilities must complete the “Application for Facility Use”, Specific Oak Lawn – Hometown School District 123 equipment desired must be requested at the time of application. The organization is encouraged to give any additional information that may be helpful in aiding the Superintendent or his/her designee when the application is being considered. Equipment is defined as bleachers, desks, tables, and chairs. It is not intended to include balls, nets, jump ropes, etc. Organizations should bring their own supplies.

Applications must be filed and **signed** by one or more adult members (21 years or over) of the organization who will be **personally responsible for any and all damage**, and who will oversee that all provisions relating to the use of the facilities are carried out in the best interest of the Board of Education.

All applications are to be sent to the appropriate building:

Covington School
9130 South 52nd Ave.
Oak Lawn, IL 60453

Hannum School
9800 S. Tripp
Oak Lawn, IL 60453

Hometown School
8870 S. Duffy Ave.
Hometown, IL 60456

Kolmar School
10425 S. Kolmar Ave.
Oak Lawn, IL 60453



Oak Lawn – Hometown Middle School
5345 W. 99th St.
Oak Lawn, IL 60453

Sward School
9830 S. Brandt Ave.
Oak Lawn, IL 60453

Once the Application has been approved, a copy will be sent to you as confirmation of your request along with the notice of the appropriate fee that should be paid prior to the event.

APPROVAL FOR USE PROCESS

The Superintendent or his/her designee is authorized to approve, schedule and assign the use of school facilities. Applications must be completed in full and signed by a responsible adult who is a member or sponsor of the group making application. **The responsible adult must be in attendance throughout the activity.** Applications must be filed at **least twenty-one (21)** days prior to the event for which use of school facility is requested. Each application will be considered on its individual merit. Filing of such application does not necessarily assure approval.

Areas will be assigned to organizations that best suit the needs of the organization requesting use of the facility in order that maximum use may be made of designated facilities. Scheduled date/dates are not to be altered without prior approval.

School facilities may be used by organized, **properly supervised** organizations when classes and/or other school activities do not require the use of the facilities. Such use requires that a good purpose be served that is not detrimental to the educational purposes for which the facilities were provided. The Organization's representative **MUST** be present throughout the duration of the event and not leave the premise until all participants have departed.

A certificate of insurance in the amount of \$1,000,000 property damage liability for each occurrence and \$500,000 bodily injury liability for each occurrence shall be furnished by anyone requesting the use of Oak Lawn – Hometown School District 123 facilities, naming Oak Lawn-Hometown School District 123 as additional insured.

CANCELLATION

- All cancellations shall be made in writing to the office support designee in the building where the event is scheduled.



- Notice of the cancellation must be submitted at least forty-eight (48) hours before date of intended use, Saturday and Sunday use must be cancelled before 12:00pm on the Thursday prior to the event.
- The Superintendent or his/her designee reserves the right to cancel any organization's permit to use the facilities. Whenever possible, ample notice will be given.