

Evanston Township High School, Dist. 202
Denise Johnson
Business Services Coordinator
1600 Dodge Avenue
Evanston, IL 60201
847-424-7316



ETHS Facility Usage Agreement

Today's date _____

Organization Name: _____

Contact Name: _____ Day tele: _____ Evening tele: _____

Address: _____ City: _____ Zip: _____

E-mail address: _____ Fax # _____

Name of Event: _____

Event date _____ Event end date _____

Location: _____ Maximum seating: _____

Room(s): _____ Number in attendance: _____

Start Time: _____ End Time: _____

NOTES:

ETHS OFFICE USE ONLY

Conditions of Usage

1. Full payment for cost of rental is due 10 days before date of event.
2. Non-Profit Organizations must show proof of non-profit status by supplying ETHS with one of the following items, an IRS Letter, Tax Return Form, or State of Illinois Tax Exempt Letter. Any other proof is subject for approval.
3. The school does NOT provide insurance that in any way protects the interest of the individual or organization. The individual or organization agrees to provide a Certificate of Insurance showing Evanston Township High School as additionally insured with liability coverage in the amount of \$1,000,000. The school must receive this certificate of insurance at least 10 days before the event takes place or otherwise be cancelled.
4. The individual or organization agrees to abide by the regulations of the Board of Education (available upon request). **ALCOHOL IS STRICTLY PROHIBITED ON THE EVANSTON TOWNSHIP HIGH SCHOOL CAMPUS.** Violations of this policy by renters and/or participants may be cause for immediate cancellation of rental event and denial of future rentals.
5. **SMOKING AND OTHER TOBACCO PRODUCTS ARE STRICTLY PROHIBITED ON THE EVANSTON TOWNSHIP HIGH SCHOOL CAMPUS** and within 20 feet of any entrance door. Violation of this policy by renters and/or participants may be cause for immediate cancellation of rental event and the denial of future rentals.
6. No additional seats other than those provided by the school in the specific facility requested are to be used. Seating may not exceed the maximum seating capacity of any room or area. Seating maximum is included in this usage agreement. If there are more participants or spectators attending the rental approval form, the renting organization shall be charged additional 25% of the rental fee.
7. The individual or organization assumes full responsibility for any damage to or loss of school property arising from or in any way connected with the subject activity and agrees to repair or replace such property promptly, without expense to the school district. There will be a mandatory \$500 damage deposit required for each auditorium rental event, refundable after 10 days, if no damages are assessed.

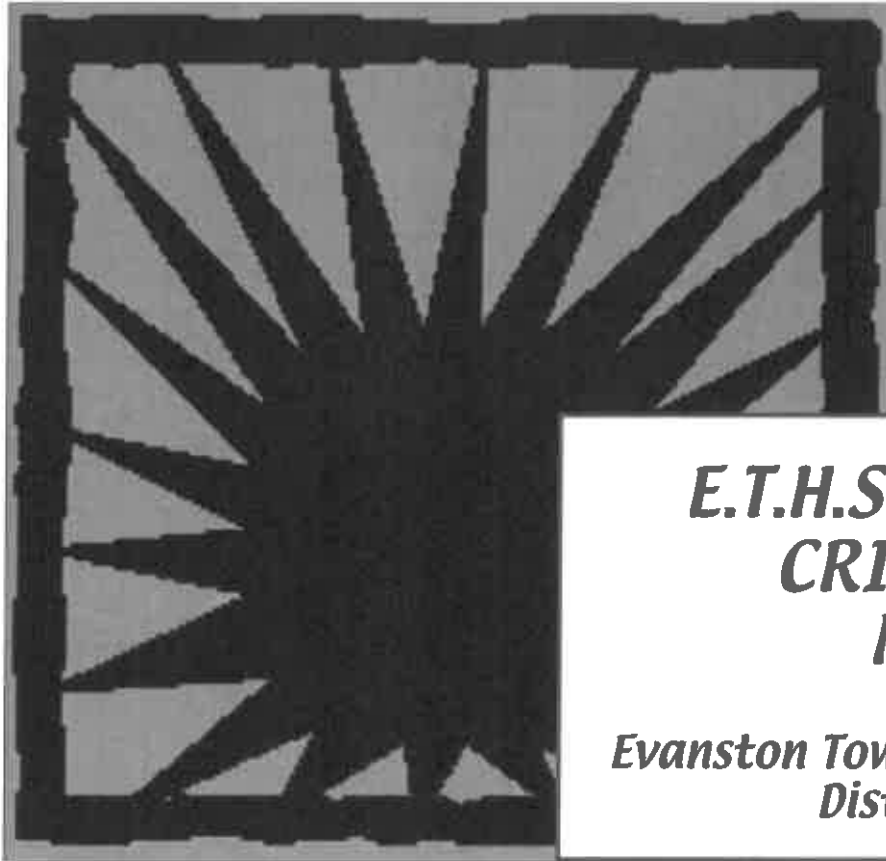
8. Activities involving minors shall be supervised by at least one adult per 15 minors. The supervisors must be 21 years old or older. The adult supervisors are responsible for maintaining good order and control of children during the rental event. Congregating and loitering in the hallways and other parts of the building not specified in the rental agreement is strictly prohibited.
9. The Board of Education and the Administration may at any time deny or refuse to grant any application or cancel without liability any contract whenever, in the reason judgement of the Board or its Administration, the use presents or may present clear and present danger to persons or property or may be in violation of or contrary to applicable Federal, State or local law or ordinance, or may in the opinion of the Board of Education, or the Administration prove to be disruptive.
10. The Board of Education and the Administration reserve the right to interrupt or terminate any use of facilities contract without due cause or should an emergency arise. In such an event, the Board and the Administration shall make every effort to provide an acceptable substitute date or space.
11. Hanging anything on the counterweight fly system is strictly prohibited; no school sets may be dismantled, moved or otherwise destroyed. Signs, displays or materials may not be attached, nailed, or otherwise affixed to walls.
12. The organization must agree to use appropriate emergency procedures including 911 for medical emergencies and whenever an AED is used.
13. The organization's staff will locate all the AED's and fire extinguishers in the area they are renting prior to using the facility.
14. In the event of lightning or other severe weather, the organization must follow the direction of ETHS staff members. This may include clearing outside fields and/or taking shelter inside ETHS in an appropriate location as directed by ETHS staff. If ETHS staff is not available, in the event of lightning, all outside activity must be suspended until 30 minutes after the last lightning/thunder occurrence.
15. ETHS reserves the right to cancel or postpone an event that takes place on a grass field when ETHS staff members determine that the field would be damaged by activity.

16. Unless you are renting The Terrace faculty dining room or one of our cafeterias, no food or beverage are allowed in any of our facilities. On site preparation of food by renters is not allowed. The ETHS Nutrition Services Department has excellent catering services which we encourage you to use. Please contact ETHS Catering at 847-424-7228 to obtain information on catering services.
17. Due to liability, organizations will not be allowed to use volunteers to replace custodians or safety personnel who are required during a rental.
18. Granting of rental is subject to availability. Rental fees in the form of a cashier's or certified check(or approved company check) and proof of insurance as described above, must be received ten (10) days prior to date(s) of rental.
19. Auditorium rentals require a \$500 deposit at the time of booking to secure the date. Date is not guaranteed until deposit is received. Booking deposit may be waived for groups who have had recurring regular rentals for five or more years.
20. Cancellation can be made without penalty anytime up to 14 days before the scheduled entry time according to each contract. If cancellation is made less than 14 days before the event, the deposit will not be refunded.
21. Rates are only guaranteed 6 months from the signed approval date. Organizations scheduling events more than six months in advance will be notified 30 days prior to the event and billed at the new prevailing rate (not to exceed 15% of the original hourly rate).
22. Please read the attached ETHS emergency information regarding building evacuation, building lockdown, Automatic External Defibrillator (AED), and medical emergency.

Organization Name: _____
 Signature: _____
 Contact Name: _____
 Title: _____
 E-mail: _____

Date: _____

ETHS WILL COMPLETE THIS SECTION
 PRIOR TO YOUR REQUIRED SIGNATURE



***E.T.H.S.
CRISIS
MANUAL***

***Evanston Township High School
District 202***

Emergency Phone Numbers (all within 847 area code)

- Evanston Emergency Center (outside of building) – 9-911
- ETHS Safety Department – Emergency: ext. -7505; Non-Emergency: ext. -7500
- ETHS Health Service (Nurses' Office) – ext. -7260
- School Resource Officer – ext. -7703
- ETHS Hotline – 1-888-214-4445

ETHS Crisis Plan Overview

A crisis is defined as the turning point in the course of any event—a time of great danger or trouble where the outcome decides whether possible tragic consequences will follow. Possible crisis scenarios that may be encountered in schools include: Shootings, hostage-taking, barricaded persons, bomb threats, fires/explosions, and natural disasters.

While understanding that each crisis is unique, the initial response to every crisis involves assessing the situation. To make an informed judgment about the seriousness of the crisis, school officials must answer the following: What category does the crisis fall into? How widespread and serious is the incident? What is the potential for escalation? How many people are involved? Where did the incident take place? How reliable is the information?

The goal of the ETHS Crisis Plan is:

- To increase the security of the staff and students
- To minimize the damage and loss
- To return the school to its normal functioning level as soon as possible by diminishing the chaos and panic
- To attend to the emotional strain on staff and students and provide them with the essential follow-up services to help them deal with the trauma
- To disseminate accurate and timely information to the entire school community

The Crisis Plan applies to all emergencies that happen during the day as well as all functions performed after normal school hours—extracurricular school activities, club meetings, sports events, dances, teachers' meetings, parent meetings, or any other activity in which a group or organization may be using the school building.

Safety Codes

If the crisis is found to be an emergency, one of the following warning codes will be announced:

CODE RED — *This indicates a very serious or dangerous situation exists within the building.*

- **All teachers, staff, students and visitors** should go *immediately to the nearest classroom or office and lock the door*. Stay away from the windows and doors and sit quietly on the floor. Anyone in a **cafeteria** should remain there, lock the doors, and get under the lunch tables. Disregard all class bells. Everyone **outside** on school grounds should move to open space far away from the building and lie flat, face down. Do not enter the building until authorized to do so.
- Locate your package of emergency items in the room.
- While waiting for instructions, teachers/staff should identify all students/visitors at their location. Teachers should keep their grade book with them at all times. Secretaries should secure all records and office valuables. Safety/Attendance should secure records of visitors. If the intercom is not working or its use is not felt to be safe, further instructions might be delivered door-to-door.
- If an emergency occurs in your room, contact Safety using the panic button or room telephone (-7505). *As a last resort*, if you can't reach Safety, place a red card or paper under the door.
- A command post will be established for Crisis Team members and police/fire officials.

CODE YELLOW— *This indicates a situation calling for orderly evacuation of the school.*

Each interior door is to be closed after the room is cleared. Teachers are to keep their classes intact in a predetermined safe area. **Do not lock your door.** Students unable to travel down the stairs should be assisted to the nearest elevator.

CODE WHITE — *This indicates a danger exists in the community.* All exterior doors will be locked and monitored until the emergency subsides.

CODE GREEN — *This indicates “all clear.”* Normal school activity can resume. This announcement might be made by an administrator or department chair on a door-to-door basis.

Fire Alarm/Rescue Rooms

ETHS has a zoned **fire-alarm system** that allows for a total or partial evacuation of the building, depending on the source of the problem. Zones with an activated alarm will be evacuated to designated areas outside of the building. Other zones may or may not be required to evacuate, depending on the situation.

At the sound of the fire alarm, all students and staff should move as rapidly as possible, without crowding or running, out of the building to their assigned area on the perimeter of the building. They should remain there until otherwise directed by an ETHS Safety member, a dean, or other school official.

Teachers should make sure all students are out of their room, close the door, and take their grade books when they leave for roll-call and security purposes. Students and staff unable to travel down the stairs should be helped to the nearest **Rescue Room** by the teacher or other aiding adult. Anyone in a Rescue Room should immediately notify Safety by the panic button or room phone (-7505), not a cell phone unless absolutely necessary.

Assistance will then be dispatched to your location

Evacuations

For the purposes of evacuating the building, ETHS is divided into four color-coded areas: Red (North/Beardsley), orange (West/Boltwood), green (South/Bacon), and blue (East/Michael). Evacuation routes correspond to these colors. Refer to the sign posted in your room for which evacuation route to take. After exiting the building, proceed to an assigned area: Red (Church/Dodge), orange (back of school, northwest area), green (back of school, southwest area), and blue (Lake/Dodge).

If the situation requires an extended evacuation, Safety members and Deans will facilitate the relocation. It may be necessary to transport students and staff to other facilities from their designated locations. If necessary, Safety staff will coordinate the transportation, possibly via bus, to these locations. These off-campus sites may include School District 65 administration building (1500 McDaniel), King Lab School (2424 Lake), Chute Middle School (1400 Oakton), Fleetwood-Jourdain (1655 Foster) and Robert Crown (1701 Main) Recreation Centers, McGaw Hall/Northwestern (1501 Central), Family Focus (2010 Dewey), and the Levy Senior Center (300 Dodge). Parents will be ushered to a predetermined spot away from campus for their safety and to ease communication with them. In the event of an extended evacuation, the Superintendent, in coordination with the Public Relations Director, will coordinate the information to parents about the whereabouts and release of their children.

Medical Emergencies

If there is a medical problem in your classroom or office, notify Health Service (-7260) right away and keep the victim calm. If there is a life-threatening emergency, call 911 and then contact Health Service for backup

help. ETHS has automatic defibrillators (AEDs) and rescue chairs located throughout the building. **AEDs are located** in the Safety Office (H102), at the Bacon entrance across from S100, in Health Service (N100), in the girls' office of the pool area, between the 1st floor PE Office and the Fieldhouse, near the Fitness Center between G208 and G209, next to the box offices of both the Auditorium and Upstairs Theatre, and in the Athletic Trainer's Room, G187. **Rescue chairs** are located in the Audio-Visual Center and Central Library (one each).

Tornadoes, Bad Weather

The ETHS Safety Department monitors weather conditions from the National Weather Service. In the event of a potential threat from violent weather, such as a tornado warning when a funnel cloud has actually been sighted, ETHS will announce the problem. At that time students and staff are to move quickly and orderly into the interior hallway corridors, away from any windows. Signs in every room indicate where the occupants should go. Everyone should sit on the floor and against the wall. Unless the situation requires evacuation, everyone is to remain inside and under cover until the immediate danger passes and the all-clear signal is given.

Bomb Threat

A bomb threat is a threat alleging that an explosive device is located on the school property. This threat may be made by telephone, in writing, e-mail, fax, or by first-party verbal conversation with a school official or students. The only allegation necessary for a threat is that a bomb is on the school premises.

Most bomb threats are made by phone and are very brief. The message is stated in a few words and then the caller hangs up. Every effort should be made to obtain detailed information from the caller, such as:

- When is the bomb going to explode?
- Where is the bomb located?
- What does the bomb look like?
- Why did you place it or who placed it and why?
- What kind of bomb is it?

Be ready to report such details as the caller's gender, approximate age, voice characteristics (e.g., accent, stutter), demeanor (e.g., calm, angry, drunk), any background noise, and time the caller hung up.

Once the message has been received, immediately contact the **Safety Department (-7505)**, which will notify the Evanston Police and Fire Departments. If the bomb threat is found to be valid, school authorities will evacuate students and staff from the building using the fire-alarm procedure, with possible modifications. Teachers and staff should take attendance of all students who were in their location. School officials, in conjunction with police and fire officials, will decide when it is safe to re-enter the building.

The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to cleverly concealed, perfectly ordinary objects. A briefcase, tool boxes, and pieces of pipe have been used. The bomb will look like something **that does not belong where it has been placed**. If what appears to be a bomb is found, **DO NOT TOUCH IT. The police and fire departments will take charge.**

Weapons, Intruders

There are certain incidents which are initially handled by Safety Department personnel in conjunction with the deans and other administrators, when warranted. These incidents could involve weapons, intruders or suspicious persons. Should any of these incidents escalate to an emergency level that endangers a greater number of students and staff, a Code Red will be called. All visitors must be wearing a pass issued by Safety. If you see people who should not be in the building, especially adults who appear threatening to students, or if you suspect someone (student or adult) is carrying a weapon, immediately contact Safety.

Natural Gas Leak, Loss of Utilities

School officials will determine if the incident endangers the school population. If it does, the building, or those in the affected building zone, will be evacuated using the established fire alarm procedure, with possible modifications. Students and staff should stay at a safe distance until police and fire personnel have contained the problem and determined it is safe to re-enter the building.

Hazardous Materials Spill

The main threat associated with the spill of hazardous materials is toxic fumes. In the event of such a spill, keep students inside. School officials will rely on instructions from local police and fire authorities.

Emergency School Closing

The decision to close or to delay the start of school will be made by the Superintendent. The safety of students and employees will be the main consideration when making a decision. Circumstances which might warrant closing or delaying school include: threat of tornado, hazardous driving conditions, extremely low temperatures, an epidemic, or sudden loss of utilities in severe weather.

If a decision to close or delay is made, the school will contact parents, students, and staff at home through an automated phone system. If parents, students, and staff think such a decision will be made, they may also call one of the following ETHS numbers for a recorded message: 424-7000 (general ETHS switchboard) or 424-7515 (Public Relations). School closings are reported on the following radio/TV stations: WGN-AM (720) and WBBM-AM (780), and on WGN-TV (Ch. 9) WFLD-TV (Ch. 32), CLTV, ABC (Ch. 7), NBC (Ch. 5) and CBS (Ch. 2). Information will also be posted on the ETHS Internet home page (www.eths.k12.il.us) and, if possible, on ETHS Cable TV Channel 18. In addition, you can also go to the www.emergencyclosings.com or call 847-238-1234 and enter the ETHS main phone number (847-424-7000).

Communications with Parents/Media

General Procedures

All information about an incident, accident, or crisis must be reported immediately to the Superintendent or his/her designee. The Superintendent, in coordination with the Public Relations Director, will release information as appropriate under the circumstances to the faculty/staff, students and parents as well as to the media and the general public. All requests for information from the media will be handled by the Superintendent or Public Relations Director. Faculty, staff, and students should avoid being interviewed or providing information to the media. Instead, they should direct such inquiries to the Superintendent or Public Relations Director. In the case of a crime, the police will handle questions regarding the actual crime; school representatives will focus on what is occurring in the school.

Disseminating Information to Parents

In the event of a crisis, parents, of course, will want to know about the well-being of their children. While ETHS will do all it can to notify parents as rapidly as possible through its automated phone system, which sends messages to students' home telephones, or through media outlets, it is anticipated that parents will travel to the school to try to locate their children. **Because the area around ETHS will be cordoned off by the police and fire departments, parents will be ushered to a predetermined spot away from campus for their personal safety and to ease communication with them. This staging area will be located at Dempster-Dodge Plaza at the corner of Dempster St. and Dodge Ave.** In the event of an extended evacuation, the Superintendent, in coordination with the Public Relations Director, will coordinate the information to parents about the whereabouts and release of their children.

Disseminating Information to the Media

An incident, accident, or crisis on ETHS's campus constitutes news, and news organizations are anticipated to travel to the scene to gather facts. Reporters should be ushered to a predetermined spot, preferably one with access to telephones. The Superintendent or Public Relations Director will brief the media from there. Reporters may not disrupt the instructional environment nor interfere with a school or police investigation.

