



**OFFICE OF THE PURCHASING AGENT  
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018  
CHICAGO, ILLINOIS 60602-1375  
(312) 603-5370

THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, SHIPPING PAPERS AND  
DROP SHIPMENTS.

**PURCHASE ORDERED ISSUED TO**  
815846

Prosser Career Academy  
2148 N Long Ave  
Chicago IL 60639

**DATE**  
9/20/2012  
**F.O.B. POINT**

**PURCHASE ORDER NO.**  
**182898 - 000- OP**  
**REQUISITION NO.**  
00105647 OR

**COOK COUNTY FEIN: 36-6006541**  
**ILLINOIS SALES TAX EXEMPT: E-9998-2013-04**  
**FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K**

**SHIP TO** Clerk of the Circuit Court-Fin Plan&Con  
69 W Washington St 25th Floor  
Chicago IL 60602

**DELIVERY INSTRUCTIONS**  
69 W WASHINGTON, ROOM 2500  
SHERRI RILEY-KUSEK 603-5015

DEPT NO  
3350766 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	TRAINING RENTAL OF FACILITY FOR ANNUAL MANAGER TRAINING / RETREAT DATE OF RENTAL - SEPTEMBER 29, 2012 REQUISITION NUMBER: 23350075	1.00 JB	1,629.1100	1,629.11	3350766.501865
		*****	<b>Total Order</b>	*****	1,629.11

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

**RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)**

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

**Authorized Signature:** \_\_\_\_\_

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

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

**PURCHASING AGENT**

**Date:**

*Handwritten Signature* 9/20/12

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

81 Bk new  
Pursica  
Purchase Order Number

182898

Requisition # OR 105647 Contract #

Open Date

Ship To: 8000087 Clerk of the Circuit Court-Fin  
Skokie Court Building - 2nd DI  
Chicago IL 60602

Supplier: 815846 Prosser Career Academy  
69 W WASHINGTON, ROOM 2500  
2148 N Long Ave  
Chicago IL 60639

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code 3350766  
Business Unit  
Internal Req Number 23350075  
Board Apr Date & Item  
Requisition Date 9/6/2012  
Date Needed 9/6/2012

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	971 TRAINING	<	>	1.00	JB	1,629.1100	1,629.11 3350766.501865
RENTAL OF FACILITY FOR ANNUAL MANAGER TRAINING / RETREAT							
DATE OF RENTAL - SEPTEMBER 29, 2012							
REQUISITION NUMBER: 23350075							
Total of Items Ordered						1,629.11	

make 4 copies of agreement for 3 months to begin

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU OR DEPARTMENT HEAD

DATE BY

*Prosser PD*  
*I need 4 copies of agreement*  
*3 months to begin*  
*make 4 copies of agreement for 3 months to begin*  
*9/6/2012*  
*9/6/2012*

*Prosser*  
*Bk 91*



**OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY**

September 19, 2012

Ms. Maria de Lourdes Coss  
Chief Procurement Officer  
118 North Clark Street – Room 1018  
Chicago, IL 60602

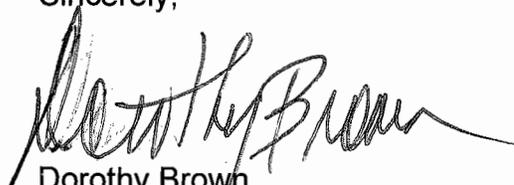
Dear Ms. Coss:

We are requesting for a purchase order to be issued for System Requisition #105647 (Internal Requisition #23350075), in the amount of \$1,629.11, to Prosser Career Academy, for the rental of rooms for the Clerk of the Circuit Court's Annual Manager/Training Retreat.

Of the three vendors that were solicited, Gordon Tech High School was the lowest quotation, but could not provide auditorium style seating and accommodate our IT needs. Prosser Career Academy is able to meet all of our requirements.

Thank you for your consideration in this matter.

Sincerely,

  
Dorothy Brown  
Clerk of the Circuit Court

**FW: Gordon Tech**

Phyllis Z. Adams

**Sent:** Thursday, September 20, 2012 9:48 AM

**To:** Priscilla R. Thomas

**Cc:** Brandie Knazze (Purchasing) (Brandie.Knazze@cookcountyil.gov); Wasiu Z. Fashina

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Priscilla,

In accordance with Brandie's request below is the email confirmation that Gordon Tech does not have an auditorium.

Please let me know when I will be able to obtain a copy of Processor's Permit signed in "blue" ink.

Thanks.

**From:** Chuck Kmoch [mailto:ckmoch@gordontech.org]

**Sent:** Thursday, September 20, 2012 9:40 AM

**To:** Phyllis Z. Adams

**Cc:** Keith Kazuk

**Subject:** Gordon Tech

Phylis,

This is to confirm that Gordon Tech High School has no auditorium

Regards,

Chuck Kmoch

**BID TABULATION**

**BID NAME:** Training  
**BID NUMBER:** 105647  
**BID OPENING DATE:** Thursday, September 20, 2012  
**BID OPENING TIME:**  
**READER:**  
**RECORDER:**  
**WITNESS:**

**VENDOR #1:**  
 Prosser Career Academy

**VENDOR #2:**  
 Gordon Tech High School

**VENDOR #3:**  
 Mother McAuley Liberal Arts

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	RENEWALS	UNIT PRICE	TOTAL PRICE	RENEWALS	UNIT PRICE	TOTAL PRICE	RENEWALS
1	Training	1	JB	1629.11	\$1,629.11		1,400.00	\$1,400.00		0.00	\$0.00	
					\$1,629.11			\$1,400.00			\$0.00	

**NOTES**  
 Vendor #1

**Board of Education of the City of Chicago**  
**TEMPORARY SCHOOL USAGE PERMIT -7-10 version**

Form for one (1) to ten (10) annual uses of school buildings, grounds or stadiums used for other than regular school purposes.

**SECTION I - SCHOOL INFORMATION:**

School Name: PROSSER C.A.  
Street Address: 2148 N. LONG AVE  
City/State/Zip: Chicago, Illinois 60632  
Region No.: \_\_\_\_\_ Unit No. 53041 Run No.: 29  
Telephone: 773-534-3200 Fax: 773-534-3233

**SECTION II - LICENSE INFORMATION:**

Licensee Name: CLERK OF THE CIRCUIT COURT OF COOK COUNTY  
Street Address: 69 W. WASHINGTON, ROOM 2500  
City/State/Zip: CHICAGO, IL 60602  
Telephone: 312.603.3458 Fax: 312.603.9678

Licensee is \_\_\_\_\_ Not for Profit Organization For Profit Organization  
Admission Fee Charge? Yes If yes, state charge \$ \_\_\_\_\_ No

**SECTION III - USAGE REQUEST INFORMATION:**

School Building [Room(s) or Area] Auditorium, N. Gym 3, Gym, LUNCH Rm, ROTC Rm,  
School Grounds School Playground Stadium \_\_\_\_\_ [Name]

Purpose or Usage: ANNUAL BUREAU RETREAT

Duration of Usage: 9 1/2 HRS.

Date(s)	Day of Week	Door Opening Time	Program Start	Program Finish
9.29.12	SATURDAY	700 AM	8:00 AM	4:30 PM

**SECTION IV - LICENSE FEES:** Licensee shall pay \$ 1629.11 by check payable to the Chicago Board of Education/  
53041-124-57940- [account of] and which has been credited to budget classification 119035-002239-2013

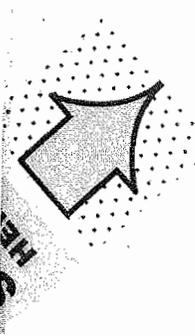
or License Fees are Not Applicable  
License Fees are Waived

**SECTION V - AUTHORIZATION AND AGREEMENT:** This License Agreement dated is subject to the requirements, conditions and instructions on the reverse which have been read and understood by the signatories. Insurance certificate is attached.

Approved: \_\_\_\_\_  
School Principal Date

Approved by: \_\_\_\_\_  
(If applicable) Date

Applicant: County of Cook  
Marcia de la Cruz  
Cook County Chief Procurement Officer



**Board of Education of the City of Chicago**  
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Telephone: 773-534-3200 Fax: 773-534-3233

**SECTION II - LICENSE INFORMATION:**

Licensee Name: CLERK OF THE CIRCUIT COURT OF COOK COUNTY  
Street Address: 69 W. WASHINGTON, ROOM 2500  
City/State/Zip: CHICAGO, IL 60602  
Telephone: 312.603.2458 Fax: 312.603.9678

Licensee is \_\_\_\_\_ Not for Profit Organization For Profit Organization  
Admission Fee Charge? Yes If yes, state charge \$ \_\_\_\_\_ No

**SECTION III - USAGE REQUEST INFORMATION:**

School Building (Room(s) or Area) Auditorium, N. Gym, S. Gym, LUNCH Rm, ROTC Rm, 101, 12B, 129, 102, 104, 106 + 108  
School Grounds School Playground Stadium \_\_\_\_\_ [Name]

Purpose of Usage: ANNUAL BUREAU RETREAT

Duration of Usage: 9 1/2 HRS.

Date(s)	Day of Week	Door Opening Time	Program Start	Program Finish
9.29.12	SATURDAY	700 AM	8:00 AM	4:30 PM

\$ 1629.11

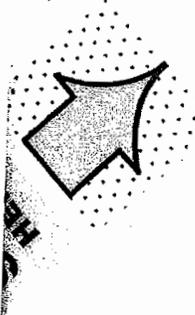
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Approved: \_\_\_\_\_ Date \_\_\_\_\_  
School Principal  
Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(If applicable)

Applicant: County of Cook  
Marcia S. Starnes  
Cook County Chief Procurement Officer



*[Handwritten signature]*

Board of Education of the City of Chicago  
TEMPORARY SCHOOL USAGE PERMIT -7-10 version

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Telephone: 312.603.3458 Fax: 312.603.9678

Licensee is \_\_\_\_\_ Not for Profit Organization For Profit Organization  
Admission Fee Charge? Yes If yes, state charge \$ \_\_\_\_\_ No

SECTION III - USAGE REQUEST INFORMATION:

School Building [Room(s) or Area] AUDITORIUM, N. GYM, J. GYM, LUNCH RM, ROTC RM, 101, 128, 129, 102, 104, 106 + 108  
School Grounds School Playground Stadium \_\_\_\_\_ [Name]

Purpose or Usage: ANNUAL BUREAU RETREAT

Duration of Usage: 9 1/2 HRS.

Date(s)	Day of Week	Door Opening Time	Program Start	Program Finish
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\$ 1629.11

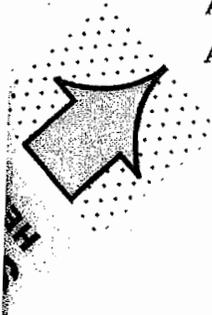
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Approved: \_\_\_\_\_ Date \_\_\_\_\_  
School Principal  
Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(If applicable)

Applicant: County of Cook  
Heavenly & Dawn Co.  
Cook County Chief Procurement Officer



*[Handwritten signature]*

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School Grounds School Playground Stadium \_\_\_\_\_ [Name]

Purpose or Usage: ANNUAL BUREAU RETREAT

Duration of Usage: 9 1/2 HRS.

Date(s)	Day of Week	Door Opening Time	Program Start	Program Finish
9.29.12	SATURDAY	7:00 AM	8:00 AM	4:30 PM

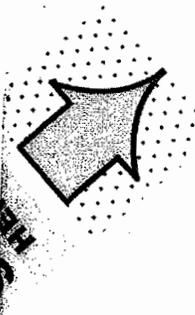
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Approved: \_\_\_\_\_ Date \_\_\_\_\_  
School Principal  
Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

Applicant: County of Cook  
Maria St. James  
Cook County Chief Procurement officer



**SCHOOL USAGE PERMIT – 7-10 version**

The Board of Education of the City of Chicago permits use of Board facilities subject to the following:

- 1. **Prohibited Uses:** Under no circumstances will Board facilities be used for any purpose which results in a material increase in the risk of personal injury or property loss or which is inherently dangerous. Filming of Board premises, Board staff or CPS students is strictly prohibited. Board property may not be used for firework displays or functions at which alcoholic beverages are served.
- 2. **Permitted Uses:** School Meetings which are approved by the Principal and Local School Councils do not require either a license or fee for the use of school facilities for meetings. All other functions such as fundraisers, parties, carnivals etc require a permit as well as insurance.

3. **License Requirements:** All other uses require an executed School Usage Permit. Licensee hereby agrees that:

- A. Licensee has inspected the Premises and accepts the Premises with full knowledge of the condition thereof.
- B. Licensee on behalf of itself and inclusive of its affiliates, employees, agents and invitees accepts and assumes sole responsibility for loss of life, injuries to persons and loss or damage to property due to the condition of the Premises or Licensee's operations, activities or use of the Premises.
- ~~C. Licensee will fully defend, indemnify and hold harmless the Board of Education of the City of Chicago, and its members, officers, directors, employees, representatives and agents from and against all liability, loss, claim, demand, lien, damage, penalty, fines, interest, cost and expense (including without limitation reasonable attorney fees and litigation costs) incurred by the Board of Education for injuries to persons (including loss of life) and for damage to or destruction, loss or theft of property which is directly or indirectly due to the condition of the Premises or due the Licensee's use of the Premises, including but not limited to the acts or omissions of the Licensee, its successors, subsidiaries, affiliates, members, grantees, employees, representatives, agents, invitees and assigns. Licensee's contractual obligation to defend, indemnify and hold the Board of Education of the City of Chicago harmless is in addition to and not in lieu of the obligation to provide insurance coverage.~~ not apply
- D. Licensee agrees to provide at its own expense, standard Commercial General Liability Insurance naming The Board of Education of the City of Chicago, a body politic and corporate, and its agents as Additional Insured with respect to this School Usage Permit. Insurance Requirements: \$1,000,000 General Liability for all events. Use of Swimming Pools requires \$3,000,000 General Liability, and carnivals/events with Inflatable Equipment require \$2,000,000. A certificate of insurance must evidence coverage and additional insured.

4. **Additional Approval:** Specific approval by the Chief Operating Officer is required for:

- ~~A. Swimming Pool Usage – Licensee agrees to provide an adequate number of properly qualified Life Guards and/or Water Safety Instructors [Red Cross or YMCA certified] and to comply with all Board and Illinois Department of Public Health regulations governing the use and operation of swimming pools, including the requirement for \$3,000,000 of General Liability Insurance.~~
- ~~B. Carnival Operations – Licensee agrees to comply with the City of Chicago Special Event Permit Application procedures and to provide documentation of such compliance to the Board's Facilities and Operations department as a condition of a receipt of license, 1, but not limited to the requirement for \$2,000,000 per occurrence General Liability Insurance).~~

5. **License Modification** – The Board retains the right to terminate, change or modify this School Usage Permit or require a special permit, license or lease.

**SCHOOL/DEPARTMENT INSTRUCTIONS**

Permit: Please provide a signed copy of both pages of this Permit together with the required insurance certificate to the Board's Real Estate Department. No further approvals are needed unless the permit allows use of swimming pools or carnival operations. Any questions regarding this Permit should be directed to the Real Estate Department at (773) 553-2950. Questions regarding insurance should be directed to Risk Management at (773) 553-3310. Retain the original permit and provide a copy of the permit [both pages] to the Licensee.

License Fees: Any fees charged for the use of the school buildings or grounds may be retained by the school and used for school purposes, including costs associated with this Permit. Fees may be waived if the Principal and Local School Council determine that educational purposes are served by such a waiver. Stadium license fees and admission charges are to be retained by the Board and credited to the Department of Facilities. Questions regarding stadium licenses should be directed to this Department at (773) 553-2900.

Applicant: *Marcia de la Cruz* 9/24/12  
Page 2 of 2

**SCHOOL USAGE PERMIT – 7-10 version**

The Board of Education of the City of Chicago permits use of Board facilities subject to the following:

1. **Prohibited Uses:** Under no circumstances will Board facilities be used for any purpose which results in a material increase in the risk of personal injury or property loss or which is inherently dangerous. Filming of Board premises, Board staff or CPS students is strictly prohibited. Board property may not be used for firework displays or functions at which alcoholic beverages are served.
2. **Permitted Uses:** School Meetings which are approved by the Principal and Local School Councils do not require either a license or fee for the use of school facilities for meetings. All other functions such as fundraisers, parties, carnivals etc require a permit as well as insurance.
3. **License Requirements:** All other uses require an executed School Usage Permit. Licensee hereby agrees that:
  - A. Licensee has inspected the Premises and accepts the Premises with full knowledge of the condition thereof.
  - B. Licensee on behalf of itself and inclusive of its affiliates, employees, agents and invitees accepts and assumes sole responsibility for loss of life, injuries to persons and loss or damage to property due to the condition of the Premises or Licensee's operations, activities or use of the Premises.
  - ~~C. Licensee will fully defend, indemnify and hold harmless the Board of Education of the City of Chicago, and its members, officers, directors, employees, representatives and agents from and against all liability, loss, claim, demand, lien, damage, penalty, fines, interest, cost and expense (including without limitation reasonable attorney fees and litigation costs) incurred by the Board of Education for injuries to persons (including loss of life) and for damage to or destruction, loss or theft of property which is directly or indirectly due to the condition of the Premises or due the Licensee's use of the Premises, including but not limited to the acts or omissions of the Licensee, its successors, subsidiaries, affiliates, members, grantees, employees, representatives, agents, invitees and assigns. Licensee's contractual obligation to defend, indemnify and hold the Board of Education of the City of Chicago harmless is in addition to and not in lieu of the obligation to provide insurance coverage.~~ *not apply*
  - D. Licensee agrees to provide at its own expense, standard Commercial General Liability Insurance naming The Board of Education of the City of Chicago, a body politic and corporate, and its agents as Additional Insured with respect to this School Usage Permit. Insurance Requirements: \$1,000,000 General Liability for all events. Use of Swimming Pools requires \$3,000,000 General Liability, and carnivals/events with Inflatable Equipment require \$2,000,000. A certificate of insurance must evidence coverage and additional insured.
4. **Additional Approval:** Specific approval by the Chief Operating Officer is required for:
  - ~~A. **Swimming Pool Usage** – Licensee agrees to provide an adequate number of properly qualified Life Guards and/or Water Safety Instructors (Red Cross or YMCA certified) and to comply with all Board and Illinois Department of Public Health regulations governing the use and operation of swimming pools, including the requirement for \$3,000,000 of General Liability Insurance.~~
  - ~~B. **Carnival Operations** – Licensee agrees to comply with the City of Chicago Special Event Permit Application procedures and to provide documentation of such compliance to the Board's Facilities and Operations department as a condition of a receipt of license, 1, but not limited to the requirement for \$2,000,000 per occurrence General Liability Insurance).~~
5. **License Modification** – The Board retains the right to terminate, change or modify this School Usage Permit or require a special permit, license or lease.

**SCHOOL/DEPARTMENT INSTRUCTIONS**

Permit: Please provide a signed copy of both pages of this Permit together with the required insurance certificate to the Board's Real Estate Department. No further approvals are needed unless the permit allows use of swimming pools or carnival operations. Any questions regarding this Permit should be directed to the Real Estate Department at (773) 553-2950. Questions regarding insurance should be directed to Risk Management at (773) 553-3310. Retain the original permit and provide a copy of the permit [both pages] to the Licensee.

License Fees: Any fees charged for the use of the school buildings or grounds may be retained by the school and used for school purposes, including costs associated with this Permit. Fees may be waived if the Principal and Local School Council determine that educational purposes are served by such a waiver. Stadium license fees and admission charges are to be retained by the Board and credited to the Department of Facilities. Questions regarding stadium licenses should be directed to this Department at (773) 553-2900.

Applicant: *Guillermo Soto* 9/24/12

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2. **Permitted Uses:** School Meetings which are approved by the Principal and Local School Councils do not require either a license or fee for the use of school facilities for meetings. All other functions such as fundraisers, parties, carnivals etc require a permit as well as insurance.

3. **License Requirements:** All other uses require an executed School Usage Permit. Licensee hereby agrees that:

A. Licensee has inspected the Premises and accepts the Premises with full knowledge of the condition thereof.

B. Licensee on behalf of itself and inclusive of its affiliates, employees, agents and invitees accepts and assumes sole responsibility for loss of life, injuries to persons and loss or damage to property due to the condition of the Premises or Licensee's operations, activities or use of the Premises.

~~C. Licensee will fully defend, indemnify and hold harmless the Board of Education of the City of Chicago, and its members, officers, directors, employees, representatives and agents from and against all liability, loss, claim, demand, lien, damage, penalty, fines, interest, cost and expense (including without limitation reasonable attorney fees and litigation costs) incurred by the Board of Education for injuries to persons (including loss of life) and for damage to or destruction, loss or theft of property which is directly or indirectly due to the condition of the Premises or due the Licensee's use of the Premises, including but not limited to the acts or omissions of the Licensee, its successors, subsidiaries, affiliates, members, grantees, employees, representatives, agents, invitees and assigns. Licensee's contractual obligation to defend, indemnify and hold the Board of Education of the City of Chicago harmless is in addition to and not in lieu of the obligation to provide insurance coverage.~~ *not apply*

D. Licensee agrees to provide at its own expense, standard Commercial General Liability Insurance naming The Board of Education of the City of Chicago, a body politic and corporate, and its agents as Additional Insured with respect to this School Usage Permit. Insurance Requirements: \$1,000,000 General Liability for all events. Use of Swimming Pools requires \$3,000,000 General Liability, and carnivals/events with Inflatable Equipment require \$2,000,000. A certificate of insurance must evidence coverage and additional insured.

4. **Additional Approval:** Specific approval by the Chief Operating Officer is required for:

~~A. **Swimming Pool Usage** - Licensee agrees to provide an adequate number of properly qualified Life Guards and/or Water Safety Instructors [Red Cross or YMCA certified] and to comply with all Board and Illinois Department of Public Health regulations governing the use and operation of swimming pools, including the requirement for \$3,000,000 of General Liability Insurance.~~

~~B. **Carnival Operations** - Licensee agrees to comply with the City of Chicago Special Event Permit Application procedures and to provide documentation of such compliance to the Board's Facilities and Operations department as a condition of a receipt of license, 1, but not limited to the requirement for \$2,000,000 per occurrence General Liability Insurance).~~

5. **License Modification** - The Board retains the right to terminate, change or modify this School Usage Permit or require a special permit, license or lease.

**SCHOOL/DEPARTMENT INSTRUCTIONS**

**Permit:** Please provide a signed copy of both pages of this Permit together with the required insurance certificate to the Board's Real Estate Department. No further approvals are needed unless the permit allows use of swimming pools or carnival operations. Any questions regarding this Permit should be directed to the Real Estate Department at (773) 553-2950. **Questions regarding insurance should be directed to Risk Management at (773) 553-3310.** Retain the original permit and provide a copy of the permit [both pages] to the Licensee.

**License Fees:** Any fees charged for the use of the school buildings or grounds may be retained by the school and used for school purposes, including costs associated with this Permit. Fees may be waived if the Principal and Local School Council determine that educational purposes are served by such a waiver. Stadium license fees and admission charges are to be retained by the Board and credited to the Department of Facilities. Questions regarding stadium licenses should be directed to this Department at (773) 553-2900.

Applicant: *Harold de la Cruz* 9/24/12

**SCHOOL USAGE PERMIT - 7-10 version**

The Board of Education of the City of Chicago permits use of Board facilities subject to the following:

1. **Prohibited Uses:** Under no circumstances will Board facilities be used for any purpose which results in a material increase in the risk of personal injury or property loss or which is inherently dangerous. Filming of Board premises, Board staff or CPS students is strictly prohibited. Board property may not be used for firework displays or functions at which alcoholic beverages are served.

2. **Permitted Uses:** School Meetings which are approved by the Principal and Local School Councils do not require either a license or fee for the use of school facilities for meetings. All other functions such as fundraisers, parties, carnivals etc require a permit as well as insurance.

3. **License Requirements:** All other uses require an executed School Usage Permit. Licensee hereby agrees that:

- A. Licensee has inspected the Premises and accepts the Premises with full knowledge of the condition thereof.
- B. Licensee on behalf of itself and inclusive of its affiliates, employees, agents and invitees accepts and assumes sole responsibility for loss of life, injuries to persons and loss or damage to property due to the condition of the Premises or Licensee's operations, activities or use of the Premises.

~~C. Licensee will fully defend, indemnify and hold harmless the Board of Education of the City of Chicago, and its members, officers, directors, employees, representatives and agents from and against all liability, loss, claim, demand, lien, damage, penalty, fines, interest, cost and expense (including without limitation reasonable attorney fees and litigation costs) incurred by the Board of Education for injuries to persons (including loss of life) and for damage to or destruction, loss or theft of property which is directly or indirectly due to the condition of the Premises or due the Licensee's use of the Premises, including but not limited to the acts or omissions of the Licensee, its successors, subsidiaries, affiliates, members, grantees, employees, representatives, agents, invitees and assigns. Licensee's contractual obligation to defend, indemnify and hold the Board of Education of the City of Chicago harmless is in addition to and not in lieu of the obligation to provide insurance coverage.~~ *not apply*

D. Licensee agrees to provide at its own expense, standard Commercial General Liability Insurance naming The Board of Education of the City of Chicago, a body politic and corporate, and its agents as Additional Insured with respect to this School Usage Permit. Insurance Requirements: \$1,000,000 General Liability for all events. Use of Swimming Pools requires \$3,000,000 General Liability, and carnivals/events with Inflatable Equipment require \$2,000,000. A certificate of insurance must evidence coverage and additional insured.

4. **Additional Approval:** Specific approval by the Chief Operating Officer is required for:

- ~~A. **Swimming Pool Usage** - Licensee agrees to provide an adequate number of properly qualified Life Guards and/or Water Safety Instructors [Red Cross or YMCA certified] and to comply with all Board and Illinois Department of Public Health regulations governing the use and operation of swimming pools, including the requirement for \$3,000,000 of General Liability Insurance.~~
- ~~B. **Carnival Operations** - Licensee agrees to comply with the City of Chicago Special Event Permit Application procedures and to provide documentation of such compliance to the Board's Facilities and Operations department as a condition of a receipt of license, 1, but not limited to the requirement for \$2,000,000 per occurrence General Liability Insurance).~~

5. **License Modification** - The Board retains the right to terminate, change or modify this School Usage Permit or require a special permit, license or lease.

**SCHOOL/DEPARTMENT INSTRUCTIONS**

Permit: Please provide a signed copy of both pages of this Permit together with the required insurance certificate to the Board's Real Estate Department. No further approvals are needed unless the permit allows use of swimming pools or carnival operations. Any questions regarding this Permit should be directed to the Real Estate Department at (773) 553-2950. Questions regarding insurance should be directed to Risk Management at (773) 553-3310. Retain the original permit and provide a copy of the permit [both pages] to the Licensee.

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Applicant: *Francis de la Cruz* 9/24/12

# Gordon Tech High School Rental Agreement

## Organization Information

Name: Clerk of the Circuit Court of Cook  
County

Address: 69 W. Washington, 25<sup>th</sup> Floor

City: Chicago State IL Zip 60602

Phone: 312-603-0440 Fax Number 312-603-9678

Contact Person: Mary S. Anselmo

Insurance Carrier: See Attachment (Certificate of  
Insurance)

Policy Number: \_\_\_\_\_

Starting Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Type Of Coverage: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Phone: \_\_\_\_\_

Copy of Certificate of Insurance with *Gordon Tech High School* listed, as Additional Insured must be attached to this agreement. (See reverse for Coverage Amounts)

This rental agreement, made this 10th day of August 2012

Between *Gordon Tech High School* and Clerk of the Circuit Court Cook County

Permits the use of 13 Classrooms  Gym  Lot  Cafe

For the purpose of Training Bureau Retreat

Rental date: Sat. Sept 29, 2012

Time: 7 am (Set-up)

Sat. Sept 29, 2012

Time: 4:30 pm

\_\_\_\_\_ Agrees to pay *Gordon Tech High School*  
the sum of \$1,400.00 for the use of the above-stated facility during the times  
indicated.

The sum of \$700.00 shall be paid in advance upon the return of this contract,  
and the balance is to paid on the rental date.

### Gordon Tech High School Agrees:

- 1 To have the above-stated facility available to renter at the times indicated above, and with the ordinary utilities available.
- 2 To assign some person to open and close the school and to advise the renter as to locations of needed facilities.

**Note:** No special equipment is furnished as part of this contract and no special furniture arrangement is provided (arranging chairs, etc.). These considerations, if possible to provide, will incur an additional fee to the rental charges.

### The Renter Agrees:

- 1 To enforce *Gordon Tech High School's* policy of a smoke free facility.
- 2 To reimburse *Gordon Tech High School* for any property damage that may result from this rental agreement.
- 3 To exempt *Gordon Tech High School* from any personal claims for accidents during rental times and/or for personal property loss.
- 4 To supervise all people all people who enter the school during the rental agreement time, both spectators and participants.
- 5 To remove all equipment that is brought into the school promptly.
- 6 Not to solicit funds in the name of *Gordon Tech High School* for promotion of the production for which the school facility is rented.
- 7 Not to furnish, sell or consume alcoholic beverages on the property.



3737 W. 99th Street  
Chicago, IL 60655  
Phone: 773-881-6500  
Fax: 773-881-6562  
[www.mothermcauley.org](http://www.mothermcauley.org)

August 31, 2012

Phyllis,

I regret to inform you that Mother McAuley High School will be hosting the ASICS Challenge on September 29, 2012. Therefore, we are unable to accommodate any other events that weekend.

That said, we are in the process of building out our facilities rental program and would be happy to discuss any future facility needs that you may have.

Regrettably,

*Erin Heidemann*  
Mother McAuley Liberal Arts High School  
Advancement Office  
Special Events Coordinator  
773.881.6551