

North Putnam Community School Corporation Facilities Use Policy



Cougars move with speed for the school-community!

S – Support

P – Protect

E – Educate

E – Encourage

D - Develop

The North Putnam Community School Corporation (NPCSC) is happy to offer the opportunity for community members to use certain school facilities when it is not otherwise in use by the school corporation. We understand that a school facility offers many conveniences that most other venues in our community don't offer. We strive to not only provide a safe, comfortable and stimulating environment for our students, but we also take pride in our efforts to be good stewards of these facilities. It is understood that any person or group who requests use of these facilities has the same priorities so our students essentially have the best educational experience possible.

Each person or group applying for use of NPCSC facilities will be categorized using the category descriptions listed on the following page. This will determine any financial responsibility the person or group will be required to accept as well as where the person or group falls in the matter of priority use. It is understood that any direct school related group will always have first priority.

For the purposes of renting a NPCSC facility, a sports season is recognized as those that coincide with IHSAA: Summer Sports, Fall Sports, Winter Sports and Spring Sports. The application should reflect the months the facility will be used for each season. An updated facility use agreement will be required with each new sports season.

It may take up to two weeks for a decision to be made regarding your request for use of NPCSC facilities.

For any questions or concerns regarding the Facilities Use Agreement, please contact Dr. Nicole Allee at the corporation office at 765-522-6218 or by email at nallee@nputnam.k12.in.us.

NPCSC Facilities Use Request

DATE(S) or SEASON OF RESERVATION: _____

TIME: _____

NAME OF GROUP: _____

ACTIVITY: _____

PERSON IN CHARGE: _____

FACILITY REQUESTED: _____

NAME and NUMBER OF INSURANCE COMPANY (\$ 1,000,000 MIN.):

*******NOTE: The North Putnam Community School Corporation is to be listed as an Additional Insured on the Certificate of Insurance (COI) AND a copy must accompany this signed agreement.**

*******Access is limited to the specific space listed on this request.**

INDEMNIFICATION AGREEMENT

THE APPLICANT AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE NORTH PUTNAM COMMUNITY SCHOOL CORPORATION (NPCSC) FROM ANY CLAIM, DEMAND, SUIT, LOSS, COST OF EXPENSE, OR ANY DAMAGE WHICH MAY BE ASSERTED, CLAIMED OR RECOVERED AGAINST OR FROM NPCSC. BY REASON OF ANY DAMAGE TO PROPERTY, PERSONAL INJURY OR BODILY INJURY, INCLUDING DEATH, SUSTAINED BY ANY PERSON WHOMSOEVER AND WHICH DAMAGE, INJURY, OR DEATH, ARISES OUT OF OR IS INCIDENT TO OR IN ANY WAY CONNECTED WITH THE PERFORMANCE OF THIS CONTRACT, AND REGARDLESS OF WHICH CLAIM, DEMAND, DAMAGE, LOSS, COST OF EXPENSE IS CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE APPLICANT, NPCSC, OR BY THIRD PARTIES, OR BY THE AGENTS, SERVANTS, EMPLOYEES OR FACTORS OF ANY OF THEM.

I have read, understand, and agree to abide by the terms of the above agreement.

SIGNATURE: _____ DATE: _____

For office use only

Date signed application received _____ COI Attached Y N Category of Person/Group _____

Request granted Y N Deposit/Payment Received Y N Amount _____ Date _____

Notes: _____

Deposit Returned (if applicable) _____ Administrator initials _____

Categories for Facility Usage

Category 1: School Affiliated Groups

School affiliated groups are defined as those activities directly related to the Corporation. Examples of Category 1 groups are: A) PTO Activities, B) Activities of Extracurricular Clubs and Organizations recognized by the Master Contract, C) Curricular activities held outside the regular school time, D) Youth Sports overseen by the Corporation. No usage fees will be charged for Category 1 activities. Personnel fees may apply for custodial and technical help or for costs incurred for extraordinary activities involving prolonged setup, use and cleanup, and special services (security) associated with major activities.

Category 2: School-Community Groups

School-Community groups are defined as those providing educational, recreational, and cultural activities, administered by the Board, either solely or jointly, will be granted second priority to available space and Facilities. Examples of Category 2 groups are: A) Scout Troops, B) Sport clinics and camps organized by employees, C) Edge 21, D) Staff recreation programs. Fees for Category 2 will be the same as Category 1. A certificate of liability insurance will be required for this Category for \$1,000,000.00.

Category 3: Community Non-Profit Groups

Community nonprofit groups are defined as governmental agencies, groups of fifty percent (50%) or more Corporation residents providing civic, educational, or cultural activities and staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis. Examples of Category 3 activities are: A) Scout groups not sponsored by NPCSC, B) Youth baseball, football, soccer and softball. Youth baseball, football, softball and soccer will not be permitted to utilize indoor facilities with the exception of tryouts. Fees for Category 3 activities include a \$500 deposit upon approval of facilities use. If damages/expenses exceed \$500, the remaining balance will be charged to the organization. If facilities are left in acceptable condition, the deposit will be returned at the end of facilities use. It is expected that the group/organization will perform clean-up services (i.e. trash removal). Fees for Category 3 will be the same as Category 1. A certificate of liability insurance will be required for this Category for \$1,000,000.00.

Category 4: Private, Non-Profit Groups

Private, nonprofit groups are defined as those with less than fifty percent (50%) of Corporation residents who are requesting solitary, occasional or regularly scheduled use for an activity with education, cultural, religious, or charitable goals and will be assigned fourth priority of available spaces. Extraordinary activities (those receiving prolonged set-up, use, and clean-up as well as use of special areas, such as varsity playing fields, computer and music room) may not be approved. Fees for Category 4 may be assessed as scheduled in this Administrative Guideline. Fees for Category 4 will be the same as Category 1. A certificate of liability insurance will be required for this Category for \$1,000,000.00.

Category 5: Commercial Users

Commercial users defined as private, for profit business, vendors, or entrepreneurs are strongly discouraged from application. When approved, level five (5) priority will be assigned. Examples of Category 5 activities are: A) Individuals or small groups desiring retail sales floor space, B) Individuals or small groups desiring use of facilities for recreational purposes by individuals or groups having no association with the school nor with any recognizable nonprofit agency. Extraordinary activities (those requiring prolonged set-up, use, and clean-up as well as use of special areas, such as varsity playing fields, computer and music rooms) may be approved. Fees for Category 5 will be assessed as scheduled in this Administrative Guideline. When activities in Category 5 involve ticket sales or admission fees, an additional cost/percentage will be charged based on the relationship of the admission price to actual costs. Fees for Category 5 will be the same as Category 1. A certificate of liability insurance will be required for this Category for \$1,000,000.00.

North Putnam Community School Corporation Facility Charges for Categories 4 & 5

- | | |
|----------------------------|---|
| 1. Classrooms/Cafeteria | ½ Day - \$50
Full Day - \$75 |
| 2. Pool | \$75 per hour
\$200 Deposit
Renter must provide current certified lifeguard at own expense and provide a copy of certificate. |
| 3. Gyms | ½ Day - \$100
Full Day - \$200
(cost per gym) |
| 4. Outdoor Athletic Fields | \$50 |
| 5. Auditorium | Technician Assistant \$25/hr
Facility fee - \$50 (Category 3)
½ day \$100 and
Full day \$200 for
Categories 4 & 5 |

Kitchen facilities are not available to rent.

½ Day = Up to 4 hours
Full Day = 4+ hours

There may be additional charges including fees for a custodian. Please contact the Central Office with any questions.

All personnel are compensated by the North Putnam Community School Corporation in accordance with provisions contained in the Master Contract for certified employees or in the Support Package for support staff.

North Putnam Community School Corporation Facility Use Rules

We hereby agree to read and abide by these rules as stipulated by Facility Rules and Regulations and other established policies, rules and regulations of the North Putnam Community School Corporation. These rules include:

1. Users will assist with cleanup of any litter or mess caused by this activity.
2. No intoxicating beverage or drugs on school property.
3. No food will be allowed in the Auditorium or other areas as posted.
4. Only capped or lidded drinks will be allowed in the Auditorium or other areas as posted.
5. Users agree to provide adequate supervision to enforce policies regarding food/drink and other regulations.
6. Use of tobacco is prohibited on school property.
7. Entity making this request is responsible for any property damage or loss of equipment.
8. Parking regulations and traffic patterns will be obeyed at all times.
9. School employees and board members will be allowed access to the facility at all times during the scheduled event.
10. User is responsible for security and crowd control.
11. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation property.
12. Users may be required to present evidence of appropriate liability insurance to the limit prescribed by the Board.
13. Charges that accrue from the use of the facility and personnel required must be paid within 30 days of the statement.
14. Gambling, raffling and anything of this nature is prohibited on North Putnam School premises unless a proper permit is obtained and displayed.
15. Return the facility in the condition it was received.
16. Doors shall NOT be propped open for ANY REASON. Doors found or reported to be propped open will be subject to loss of part or all of deposit or may incur additional charges.

