

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

Montezuma Elementary

Rosedale Elementary

Riverton Parke Jr./Sr. High School

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Montezuma, Indiana 47862

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REVISED OCTOBER 22, 2003

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

FACILITY USE POLICY

Use of School Buildings, Grounds, and Equipment

In an effort to promote the use of the Corporation's facilities in an equitable, consistent, and fair manner, the Board of School Trustees of the Southwest Parke Community School Corporation finds it necessary to adopt a facility use policy. It is the intent of the Board that the policy be applied fairly and consistently for all patrons and staff. In order to assure that this is accomplished the Board will only consider changes and/or exemptions to this policy in unusual situations.

- A. The following statements of policy and regulations shall govern the use of the buildings, facilities, and equipment of the Southwest Parke Community School Corporation.
1. The buildings, grounds, and equipment of the Southwest Parke Community School Corporation are primarily for the students in school and the activities sponsored by the school. The use of school buildings, grounds, and property shall at all times be restricted to school purposes and to those activities that are of general welfare to the community. State statutes prohibit the use of school facilities for religious and political purposes unless a petition is signed by a majority of legal voters to request such use. If such a group wishes to use the facilities then a request should be made from the school corporation as to the applicable statute and procedure.
 2. Public use of buildings, grounds, and equipment will be allowed by the Board when such use does not hinder or hamper the school program. Any organization wishing to use a school facility shall make written application to the principal or the principal's designee of the facility to be rented. Applications will be approved or disapproved according to their merit and appropriate fees assigned according to a Board approved schedule.

3. In case of a conflict between a scheduled school event and a proposed event necessitating rental of school buildings, grounds, or equipment, the school program will always take precedence. The building principals shall confer with other administrators as to the availability of shared areas such as gymnasiums prior to issuing any rental agreement.
4. When buildings, grounds, and equipment are used by groups outside the school program, a rental fee will be paid as established in the rules and regulations governing rental of buildings, grounds, and equipment of the Southwest Parke Community School Corporation. Interpretation and implementation of the rules and regulations rest with the Corporation's administration.
5. Use by public groups of buildings, grounds, and equipment of the Southwest Parke Community School Corporation will be restricted to non-commercial organizations or to commercial organizations whose meeting or program is deemed non-commercial in nature and intent and is in the best interest of the Southwest Parke Community School Corporation and community. Public groups are further defined as non-profit, charitable, and public service clubs/organizations whose primary purpose is serving the Southwest Parke Community and the youth of the community.
6. Interpretation of the non-commercial intent and nature of a commercial organization applying to rent buildings, grounds, and equipment, and whether such rental is in the best interest of the Southwest Parke Community School Corporation and community will be the responsibility of the Board of School Trustees. Also, groups whose service to the community is not clearly defined shall be referred to the Board of School Trustees. Community groups such as Scout Troops, 4-H Clubs, Adult Booster Clubs, Babe-Ruth Leagues, Little Leagues, Softball Leagues, and state agencies shall be exempt of all charges except charges for the use of the kitchen. Custodial charges for these groups shall be charged only if the activity falls outside the regularly scheduled work hours of the custodial staff. Teams, clubs, or groups, such as those describe above will not be charged fees described herein if at least 2/3 of the members are living within the Southwest Parke Community School District.
7. Use of equipment is prohibited when said equipment is to be used away from the school premises, or when said use is deemed personal in nature and intent except as approved by the Board of School Trustees.
8. Whenever the kitchen or kitchen equipment is used a school food service worker must be contracted to oversee the use of said equipment.
9. All hours worked by cafeteria and custodial workers shall be outside their regularly scheduled working hours and are to be paid one and a half times their current rate of pay.

10. Facilities will only be rented for periods of time within the current school year. Requests to rent facilities for time periods extending over more than one school year shall be referred to the Superintendent.

B. General Regulations for Use of School Facilities

1. The use of the building will be strictly confined to areas designated or included in the application. The applicant and his organization will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the school custodian (or other representative of the School Board) on duty shall have immediate authority in any matter covering the use of the building. Failure to comply to these rules and regulations will be sufficient reason to cancel future privileges of school facilities.
2. Gambling and drinking or possession of intoxicants or the illegal possession or use of a controlled substance within the school building or on school property is specifically prohibited. Smoking is likewise prohibited by state law.
3. No furniture or equipment (including pianos, stage equipment, audio-visual equipment, tables, chairs) shall be used or moved without express approval of the building principal.
4. The School Corporation and its employees shall not be responsible for damage to or loss of property upon school premises sustained by applicant, participant in a program, or patron of any program held on school property.
5. No signs, displays, or materials may be attached to or nailed against the walls, window glass, woodwork, draperies, blinds, stage curtains, grounds drives, etc. without approval or consent of the building principal.
6. It shall be necessary for some organizations (depending on the size of the group and the nature of the event) to have police, firemen, and/or parking lot attendants. These personnel shall be secured by the applicant. The school administration reserves the right to make the determination as to whether or not security/safety personnel are to be used.
7. The concession rights are reserved by the building principal unless otherwise stipulated.

8. All damage to school property shall be the responsibility of and charged to the organization using the facilities.
9. The activity must be under competent adult supervision and/or leadership. The building principal reserves the right to judge the adequacy of such supervision and, if in his judgment it is advisable to do so, he may assign a person or persons to this function and the applicant will be charged for such services.
10. The use of the public school facilities for sectarian, commercial, or for private gain or for any purpose not in the public interest is prohibited.
11. The presence of animals in the building or on school grounds must have prior approval of the building principal.
12. When school kitchens are used, the food service manager or other designated school employee must be present and have general supervision of school equipment.
13. Whenever admission is charged, the party renting the facilities is responsible for payment of all state and federal taxes, unless an exemption is secured.
14. All activities in school buildings or on school grounds should be concluded before 11:00 p.m. Any exception to this rule must have prior approval from the building principal.
15. Facilities shall be available for public use at such times as not required by activities of the school or its auxiliary agencies. Request to use the facilities at times which conflicts with school activities will be considered in relation to the character and merit of the application.
16. Any non-school related event approved by the building principal must show proof of liability insurance in an amount not less than three hundred thousand dollars (\$300,000) which names the Southwest Parke Community School Corporation as an additional insured.
17. The use of special equipment shall be permitted only when operated by school employees or other persons authorized by the school principal.
18. Food and drink shall not be taken into areas except those designated by the principal.
19. Established parking areas shall be used for all vehicles. At no time will vehicles be allowed in areas not specified by the building principal.

20. Any group using school facilities or grounds shall be responsible for leaving the facilities/grounds in the same or better condition in which they were found.

Rental Fees

School sponsored groups, Scout Troops, 4-H Clubs, Adult Booster Clubs, Babe-Ruth Leagues, Little Leagues, Softball Leagues, and state agencies shall be charged only a fee for food service workers, should one be necessary, and custodial fees if the event is scheduled outside of normal working hours.

Non-School Sponsored Groups shall be charged the following as they apply to the areas being rented:

- Food Service Worker
- Rental Fee
- Refundable Damage Deposit
- Proof of Liability Insurance Coverage
- Custodial Fee

Fees to be Charged

Deposits and Wages (Per Event/Season)

Refundable Damage Deposit	\$50.00
Food Service Worker (Minimum of 3 Hours)	* SEE NOTE
Custodial Worker (Open and Lock-up Only)	\$25.00
Custodial Worker (Minimum of 3 Hours)	*SEE NOTE

Rental Fees (Per Event or Per Season)

Classroom/Library (Per Room)	\$15.00
Gymnasium	\$100.00
Cafeteria	\$25.00
Kitchen	\$50.00
Baseball and Softball Diamond	\$100.00

- All rental fees are payable to the Southwest Parke Community School Corporation prior to the event and sent to the Superintendent's Office prior to the use of the facilities.
- All personnel charges are to be paid directly to the personnel involved prior to the event on the date the event takes place.

*NOTE: All hours worked by cafeteria and custodial workers shall be outside their regularly scheduled working hours and are to be paid one and a half times their current rate of pay.

Rental of Special Areas

Special areas are defined as: Shop Area, Home Economics Room, Distance Learning Room, Computer Labs, Weight Room. Because of the potential for personal injury and/or the nature of the equipment housed in these areas, a corporation employee who is familiar with the operation of these areas must be in the area at all times.

Fees to be Charged for Special Areas

- | | |
|-------------------------------|---|
| A. School Sponsored Group | Appropriate School Employee (No Charge) |
| B. Non-School Sponsored Group | Appropriate School Employee
Rental Fee
Refundable Damage Deposit
Proof of Liability Coverage |

Rental Fees for Special Areas (Per Event)

Rental Fee of \$25.00 per hour (Minimum of 2 Hours)

Appropriate Corporation Employee (Regular Hourly Rate - Minimum of Two Hours)

\$100 Refundable Damage Deposit

Cost of Liability Insurance

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

NAME OF ORGANIZATION:

NAME OF REPRESENTATIVE:

ADDRESS:

PHONE:

BUILDING/FACILITY REQUESTED:

DATE(S) OF EVENT:

WHAT TIME SHOULD BUILDING BE OPEN AND CLOSED:

SPECIAL EQUIPMENT/SERVICES:

APPROXIMATE NUMBER IN GROUP:

COST FOR ADMISSION PER PERSON:

PURPOSE FOR WHICH PROCEEDS WILL BE DEVOTED:

INSURANCE COMPANY NAME:

POLICY NUMBER:

DATE

SIGNATURE OF REPRESENTATIVE

APPROVAL

DATE

BUILDING PRINCIPAL/ASST. PRINCIPAL

DATE

SUPERINTENDENT

IN CONSIDERATION of the Southwest Parke Community School Corporation of Montezuma, Indiana, making available the use of the (gym, cafeteria, etc.)

Located at (name of school) _____, on the _____ day of _____, 20____ to (name of organization)

_____ said organization does hereby agree to indemnify, defend, and hold Southwest Parke Community School Corporation harmless against any and all claims for injury or damage to any person(s) whomever, regardless of kind, nature or description which may be made or asserted against Southwest Parke Community School Corporation arising out of the use of the school facility.

ATTEST:

SIGNATURE OF APPLICANT

TITLE

NAME OF ORGANIZATION

STATE OF INDIANA

SS

COUNTY OF _____

Before, me the undersigned notary public in and for said county and state, this _____ day of _____, 20____, _____, personally appeared _____, the representative for an on behalf of _____, acknowledge the execution of the forgoing indemnity agreement, and being by me duly sworn, did say they are the representative of said organization and that the execution of said indemnity agreement was the free act and deed of the representative.

COMMISSION EXPIRES

NOTARY PUBLIC

COUNTY OF RESIDENCE

NAME TYPED OR PRINTED

*

* deanna/swp/school agreement 10.6

School related organizations will not be assessed fees to use school facilities, but *may be* responsible for custodial and/or maintenance services. Examples of school-related organizations are: student organizations, faculty and staff within a building, booster clubs, PTO, Scouts, Brownies, or groups sponsored by the individual school.

This fee schedule is adopted by the Board of Education to be applied to organizations whose intent is to make money by using school facilities. This is also applicable for those groups who use the facilities but are school related. Such groups must also furnish a certificate of insurance to indicate their insurance. In addition, organizations must sign the Indemnity/Hold Harmless agreement form.

	RESIDENT	NON-RESIDENT
Gymnasiums:	High School - Elementary-	High School- Elementary-
Cafeterias:		
Auditorium:		
Classroom Rental:		
Personnel:	Cafeteria- Custodial- Light and Sound Crew-	