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Office of the Superintendent
Union School Corporation

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USE OF CORPORATION FACILITIES

Applications

Any organization or individual desiring to use Corporation facilities shall complete an application and submit it to the building principal for approval.

- A. The principal shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- B. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, etc.) whenever extra pay for school employees is required as a result of the use.
- C. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with Corporation programs or not authorized by Board policy.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The Corporation reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco is prohibited in the building. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.

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- E. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.
- F. The Corporation may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The Corporation is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- G. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- H. The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.
- I. Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- J. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- K. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- L. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

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- M. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in Corporation buildings or on Corporation grounds.
- N. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- O. Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.
- P. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aiseways.
- Q. The Corporation will not be responsible for any loss of valuables or personal property.
- R. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facilities are being used.
- S. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.

FEE FOR USE OF CORPORATION BUILDINGS

A schedule of fees for the use of Corporation facilities is determined annually based upon the following factors:

- A. The use of Corporation facilities for activities related to the educational program and Corporation operations shall be without cost to the users, except that the users shall be responsible for any police fees.

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- B. The use of Corporation facilities for any nonprofit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria fees and police fees.
- C. All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.

<u>Elementary/Middle Schools</u>	<u>Charges per hour</u>
All-Purpose Room (Gymnasium-Auditorium)	\$25.00
Lunchroom	\$15.00
Lunchroom and Kitchen with refreshments (School lunchroom worker's presence required, if equipment is used, at established rate)	\$20.00
Lunchroom and Kitchen, with meal (School lunchroom worker's presence required at established rate)	\$25.00
Library, Classroom, or Teachers' Lounge	\$15.00
<u>High School</u>	<u>Charges</u>
Auditorium	\$25.00
Classroom	\$15.00
Athletic Field	\$10.00
Gymnasium	\$25.00
Lunchroom	\$15.00
Lunchroom and Kitchen with refreshments (School lunchroom worker's presence required, if equipment is used, at established rate)	\$20.00

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High School

Charges

Lunchroom and Kitchen, with meal
(School lunchroom worker's presence
required at established rate)

\$25.00

Library or Teachers' Lounge

\$15.00

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SUPERVISION OF RENTED FACILITIES

- A. Each group requesting the use of Corporation facilities must use the services of a Corporation custodian and must pay for such services.
- B. Each group requesting the use of Corporation facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the Corporation facilities.
- C. If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
- D. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of Corporation facilities.
- E. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.