

# CROWN POINT COMMUNITY SCHOOL CORPORATION

## FACILITY USAGE APPLICATION

1. Name of Organization: \_\_\_\_\_  
 Event: \_\_\_\_\_ Purpose: \_\_\_\_\_  
 Organization Event Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Attendance Expected: \_\_\_\_\_ Admission Charged: \_\_\_\_\_ Proceeds used for: \_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Building Opened: from \_\_\_\_\_ to \_\_\_\_\_

\*Please attach detailed schedule of event(s) including rehearsal and performance dates and times if applicable.

**Facilities Requested:** \_\_\_\_\_

\_\_\_\_\_ Classroom(s) \_\_\_\_\_ Main Gym \_\_\_\_\_ Kitchen \_\_\_\_\_ Pool \_\_\_\_\_ Auditorium  
 \_\_\_\_\_ Upper Gym \_\_\_\_\_ Cafeteria \_\_\_\_\_ Field house \_\_\_\_\_ Fields \_\_\_\_\_ Stadium  
 \_\_\_\_\_ Media Center \_\_\_\_\_ Lecture Room \_\_\_\_\_ Other ( \_\_\_\_\_ )

**Equipment and Services Requested:**

\_\_\_\_\_ Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Lectern \_\_\_\_\_ Microphone \_\_\_\_\_ Piano  
 \_\_\_\_\_ Scoreboard Controller \_\_\_\_\_ Food Service (billed separately) \_\_\_\_\_ Other ( \_\_\_\_\_ )

2. Class II and Class III organizations are required to carry liability insurance with Crown Point Community School Corporation listed as "Additional Insured". A Certificate of Liability must accompany this application.

3. The usage fees for all classifications have been approved by the Crown Point Board of School Trustees.

The undersigned and his/her organization hereby waive all right and all claims against the Crown Point Community School Corporation, or its agents and employees, by persons participating in, or attracted to this activity, for damages, injuries or other claims, and hereby agrees to defend and hold harmless the School Corporation, its agents and employees, from any such claims. The undersigned also understands that they will be responsible for any and all fees billed including restitution if any damage to the building or its contents occurs. Signature of this form by the requester also indicates that a copy of the Board policy and rules has been received.

\_\_\_\_\_  
 Name of requester (Please print) Street City State Zip

\_\_\_\_\_  
 Signature Telephone Date

\_\_\_\_\_  
 Principal's Signature Date Chief Financial Officer Signature Date

FOR OFFICE USE ONLY Type of Organization: Class I \_\_\_\_\_ Class II \_\_\_\_\_ Class III \_\_\_\_\_

Estimated Charges: \_\_\_\_\_ Liability Status: \_\_\_\_\_  
 Rental Charge \_\_\_\_\_ Crown Point Community School Insurance \_\_\_\_\_  
 \_\_\_\_\_ Certificate of Liability by applicant \_\_\_\_\_  
 Supervision Charges \_\_\_\_\_ Company Name \_\_\_\_\_  
 Custodial Charges \_\_\_\_\_ Expiration Date of Certificate \_\_\_\_\_  
 Miscellaneous Charges \_\_\_\_\_

Total Charges: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ required by \_\_\_\_\_

You will be billed by our Business Office immediately following the event.

# Rules and Regulations Pertaining to the Facility Usage and Rental Policy

## P. 7510 - FACILITY RENTAL AND USAGE

Replaces previously Board adopted P. 312

The Board recognizes that citizens of the Crown Point Community School Corporation pay taxes to build, maintain, and equip school facilities for the primary purpose of providing educational opportunities for students of this school district.

They further recognize that they are charged with the responsibility to see that the facilities are properly maintained and cared for in a manner that will protect the investment made by the citizens of the school community. The Board will make the facilities available to the public when the proposed use of the facilities does not interfere with school-related activities and when safeguards are evidenced, which will protect the facilities and minimize the cost of such use to the taxpayers of the school district. **The Board assigns to the administration the right to specify the facility that any organization will be allowed to use and the right to limit the use of any facility.**

No liability shall attach to this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

### ELIGIBLE ORGANIZATIONS

The privilege of using facilities is limited to organizations within the boundary limits of the school corporation except those that bear a relationship to the student body and staff. The school corporation will not knowingly assign the use of school facilities to any organization that is directly or indirectly in opposition to the Constitution of the United States or the Constitution of the State of Indiana, or is associated with any design leading to the forcible overthrow of the government. School facilities shall not be used for the teaching, promoting, disseminating or furtherance of any theory or doctrines of a subversive nature, intended or threatening to undermine or overthrow the constituted form of government of the United States of America or the State of Indiana. No organization whose purpose is to use school facilities for games of chance or merchandising promotions will be given consideration.

The use of any facility does not constitute an endorsement of an organization or activity by the Board. The use of a facility beyond the period of one (1) month by any organization shall be subjected to a review periodically to determine that the extended usage of the facility does not interfere with school-related activities.

Facilities of the Crown Point Community School Corporation shall be available for community use under the provisions of the following policies describing each user classification.

### INDIVIDUAL COMMUNITY USE

- A. Walking Track in Field house at High School
- B. Weight Room/Cardiovascular Room at High School
- C. Pool at High School
- D. Other areas designated by the School Corporation

After all school-related activities are scheduled for the above facilities, specific days and times will be set for the use of the school facilities by individuals from the school community. Individuals may use the stipulated facilities on the days and times specified provided they pay a user's fee that covers the cost for custodial, maintenance and supervision of the activity at the facility. Each individual that uses any of the above named facilities must provide the Crown Point Community Schools a release from their doctor to participate in the activities at these facilities. This form will be provided to the individuals to complete and have signed as part of the application process.

#### Class I

- A. School sponsored activities (examples-Elementary basketball, team sports, and school clubs)
- B. School related organizations (examples-Parent Organizations, 4-H clubs, Scouts)

Use of school facilities for school-related activities by the School Corporation or school-related organizations of the Crown Point Community Schools are included in this category. It is the established policy of the Board to grant first priority to the school children in the use of the school buildings and grounds for day or evening activities. After the needs of the children are fully met, the allied school groups are given first consideration. This includes teachers' professional groups, parent-teacher organizations, and other groups directly affiliated with the schools.

Individuals interested in using these facilities should contact the administrative office in the building of the activity for instructions on the application process.

#### Class II

Community-based, non-profit organizations or groups (examples-YMCA, Alumni Activities, Youth sport teams, park department activities for students, churches, university classes, and other educational, civic, cultural, or recreational groups whose goals support the betterment of the quality of life for residents of the Crown Point Community School Corporation.

Permission for the use of school facilities by community-based, non-profit organizations and groups must be obtained from the Treasurer/CFO. A community-based organization is defined as an organization whose goals are directed toward the betterment of the quality of life for residents of the Crown Point Community School Corporation and whose membership is made up of at least 75% of residents of the school corporation. The requested activity shall be limited to educational, civic, cultural, or recreational purposes.

**The school corporation shall make no provisions for storage of equipment, furniture, supplies, etc. for organizations renting our facilities.**

A Class II organization may be re-classified as a Class III organization for an event if an admission fee is charged and the event is of such a nature as to require the recovery of school corporation resources.

At least one custodian shall be present during said activity. A supervisor and/or security personnel appointed by the school may be assigned at a cost to the organization.

Class II organizations or groups shall be charged a base fee and the custodian, security personnel, and/or a supervisor's hourly rates and benefits. If overtime, the rate will be one and one-half times the assigned personnel's normal hourly rate.

The decision to authorize the use of any corporation-owned equipment shall be made jointly by the building principal, the Treasurer/CFO, and the Director of Technology and Media (if applicable). An equipment usage fee may also be charged depending on the equipment type, the depreciation rate of the equipment and risk involved. The Corporation will determine said fee. The Board policy and rules shall be included with the Facility Usage Application form.

#### Class III

Commercial organizations, groups, and individuals doing business in the Crown Point Community School Corporation (examples - Dance studio or gymnastic club shows, commercial or business meetings, class II organizations charging a fee to participants to attend)

Permission for the use of school facilities by commercial organizations, groups, and individuals must be obtained from the Treasurer/CFO. A commercial organization is defined as an organization whose membership is made up of at least 75% of residents of the school corporation. Any organization, group or individual that desires to use a school facility for personal gain or promotion shall be subject to the provisions of this category. A user fee and security deposit of up to \$5000 is required at time of application.

At least one custodian shall be present during said activity. A supervisor and/or security personnel appointed by the school may be assigned at a cost to the organization.

Class III organizations or groups shall be charged a base fee and the custodian, security personnel, and/or a supervisor's hourly rates and benefits. If overtime, the rate will be one and one-half times the assigned personnel's normal hourly rate.

The decision to authorize the use of any corporation-owned equipment shall be made jointly by the building principal, the Treasurer/CFO, and the Director of Technology and Media (if applicable). An equipment usage fee may also be charged depending on the equipment type, the depreciation rate of the equipment and the risk involved. The Corporation will determine said fee. A sample of the Board policy and rules shall be included with the Facility Usage Application form. **Legal Reference: 511 I.A.C. 6-2-1 (b) (5) I.C. 20-26-5-1, 20-26-5-4, 20-26-8-1 511 IAC 6-2-1(b) (5).**

### PROCEDURE FOR OBTAINING BUILDING USAGE AUTHORIZATION

The following steps must be utilized in order to obtain permission to use a facility owned and operated by the Crown Point Community School Corporation.

1. The use of all school facilities for any purpose whatsoever shall be initiated by a responsible member of the organization requesting building usage authorization by contacting the building principal of the desired facility.

2. The building principal will supply the Facility Usage Request Form and assist the applicant with its completion.
3. The principal will check the school's activity calendar to determine whether the proposed date does not conflict with an existing scheduled activity.
4. The business office will be responsible for designating the classification of the requesting organization and provide the organization with an estimate of charges. If dissatisfied with the classification, the requesting organization may appeal to the Treasurer/CFO.
5. The completed request form will be signed by the building principal and forwarded to the Treasurer/CFO. Class II and III organizations are required to carry liability insurance with Crown Point Community School Corporation listed as "Additional Insured". A Certificate of Liability must accompany this application. Class III organizations will be required to have their request form submitted no later than four weeks prior to the scheduled activity.
6. The Treasurer/CFO will act on the request within two workdays of receiving all the required documentation.
7. The Treasurer/CFO will notify the applicant and the building principal of the status of the request.
8. The applicant is obligated to adhere to the conditions, rates, and regulations concerning the use of requested facilities and to pay within thirty days after receiving the billing from the business office. The fees stipulated on the facility usage request form may be adjusted due to unforeseen costs.

### RULES, REGULATIONS AND RESTRICTIONS

1. A school building supervisor may be scheduled by the School Corporation during the time of the rental activity. When the corporation deems that a supervisor is necessary, the cost of that supervisor is added to the fees estimated and charged the organization.
2. A Security officer or officers may be scheduled by the School Corporation during the time of the rental activity. When the corporation deems that a security officer or officers are necessary, the cost of security will be added to the fees estimated and charged the organization.
3. A school custodian or custodians scheduled by the Director of Buildings and Grounds or his designee must be on duty during the hours the facility is used. When custodial fees are charged, the hours counted shall be from the time the custodian opens the door until clean up is completed.
4. If kitchen facilities are requested, the Director of Food Service or her designee shall assign a kitchen supervisor. Fees shall be charged from the time the kitchen is opened until cleanup is completed. It shall be the sole duty of the supervisor to supervise, not to prepare or serve food. The cleanup is the responsibility of the organization using the facility. If final cleanup requires the use of school equipment, these services will be provided by school personnel and an additional fee will be charged. The Food Service Department will bill separately.
5. The use of the building and equipment shall be strictly confined to that designated on the facility usage application. The school representative (supervisor, security, custodian, kitchen supervisor, or others in charge) shall have immediate authority in any manner concerning the use of the facility.
6. All approved applications are subject to cancellation by the School Corporation. Applications requesting extended usage of facilities are subject to monthly review by the principal to determine whether or not the extended usage of the facility interferes in any way with school-related activities. If the extended usage interferes with school-related activities, the principal shall give notice of cancellation as soon as practicable but not later than one week prior to the date when the cancellation shall become effective.
7. The activity must be under competent adult (at least 21 years old) supervision and/or leadership. The school officials reserve the right to judge the adequacy of such supervision and to immediately cancel any function judged not to be adequately supervised.
8. Gambling and use or possession of intoxicants or items that look like or are represented to be intoxicants or drugs are specifically prohibited on school-owned property. In conformity with Crown Point Community Schools' regulations, smoking is also prohibited. Obscene or indecent language and/or behavior are also prohibited. Violation of this regulation will cause the immediate cancellation of the organization's rental contract.
9. No furniture or equipment (including pianos, stage equipment, athletic equipment, and audiovisual equipment) shall be used or moved unless specifically requested on the facility usage application. The use of specialized equipment such as stage lighting, scenery, curtains, projectors, public address systems, bleachers, etc. shall be permitted only when operated by school officials. The cost or operators of this equipment in all school facilities is not included in the rental fee and shall be billed separately.
10. **Liability** - The renter shall obtain General Liability insurance, which includes the following minimum requirements:
  - Limits not less than \$1,000,000. This requirement shall not be construed to be a waiver in event that a claim exceeds \$1,000,000. The renter is responsible to purchase adequate limits of protection;
  - Coverage shall include Crown Point Community School Corporation and Crown Point Multi-School Building Corporation as "Additional Insureds." Coverage shall apply on a primary, noncontributory basis.
  - Coverage shall include a Waiver of Subrogation in favor of Crown Point Community School Corporation and Crown Point Multi-School Building Corporation.
  - Coverage shall include Contractual Liability. Renter agrees to indemnify and hold harmless Crown Point Community School Corporation and Crown Point Multi-School Building Corporation for all Bodily Injury and Property Damage resulting from the use of the premises by the renter to the extent permitted by law;
  - Notice of Cancellation shall not be less than 30 days;
  - Proof of the above shall be in the form of a Certificate of Insurance. The Certificate must be provide to the School's Business Manager prior to the use of the premises by the renter; and,
  - The School Corporation reserves the right to waive the insurance or indemnity requirements for a particular use.
11. **Condition of Premises:** It is understood and agreed that Crown Point Community School Corporation and Crown Point Multi-School Corporation do not assume any obligations in respect to the use of the premise nor make any representations regarding the condition of the premise. The renter accepts the premises in the condition that the renter finds the premises.
12. No signs, displays or materials may be attached to or nailed against the walls, window glass, woodwork, draperies, blinds, grounds, drives, etc., without express approval on the permit or consent of the school supervisor.
13. The school reserves concession and checkroom rights, unless otherwise stipulated.
14. Fire safety and decorations - All State and local fire safety laws and regulations must be observed. All materials used for decorative purposes must be approved in advance by the school officials.
15. Gymnasium floors - No materials are to be used on floors. Proper rubber soled gym shoes must be used for games or athletic contests on gym or activity room floors.
16. Non-school organizations are not permitted to sell tickets or merchandise to students while students are under school jurisdiction.
17. No animals will be permitted with the exception of service animals that are used for medical assistance.
18. There will be a charge for custodians and/or cafeteria services for Class I organizations if said personnel must be paid beyond their normal hours or additional personnel is required.