

METROPOLITAN SCHOOL DISTRICT
of
BOONE TOWNSHIP

307 South Main Street • Hebron, IN 46341
Phone: 219-996-4771 • Fax: 219-996-5777
Website: www.hebronschools.k12.in.us

PERMIT FOR USE OF FACILITIES

Application is hereby made for use of school facilities as follows:

Name of Organization: _____

Name of Event: _____

Date of Event: _____ Time of Event: _____ to _____

Attendance Expected: _____ % of Boone Township Residents _____ %

Facility Requested: _____ Will food or beverages be served? Yes / No

Is there an admission charge or fee? Yes / No If yes, amount charged per person: _____

Name of Individual Applying: _____

Signature of Individual Applying: _____

Address & Phone #: _____

E-mail: _____

(For Office Use)

Event Classification: A B C D E F G

Charge for Facility Use: _____

of Employee(s) on Duty: _____ Name(s): _____

Approx. charge for Employee(s) on Duty: _____

Total Amount Charged to Applicant / Organization: _____

Police Security Required?: Yes / No

Proof of Insurance on File: Yes / No / Pending Exp: _____

Food Permit Required?: Yes / No / Pending Exp: _____

Approved by: _____ Date: _____

Superintendent

M.S.D. of Boone Township
Use of Facilities
Rules, Regulations and Restrictions

The signing of this application is in agreement of the fact that ALL RULES, REGULATIONS and RESTRICTIONS included in this application have been read, are fully understood, and are entirely and wholly agreed to without reservation or exception.

1. Every precaution must be taken to assure proper care of the building and its equipment. Any damage resulting from misuse or abuse must be reported at once to the building principal and repaired or paid for by applicant.
2. The right is reserved by the school to cancel this permit if the facilities are needed for any school event or by school authorities.
3. School facilities shall not be used for any of the following purposes unless Board approved:
 - a. Any Sunday event (Board approved 11/16/99)
 - b. For any public dance
 - c. For any program including any form of gambling
 - d. For commercial or personal gain
 - e. For private classes for the instruction of children or adults
 - f. For any money raising activity unless the proceeds thereof are used for school purposes or for approved community welfare purposes
 - g. For any other purpose harmful to our democratic way of life and the best interest of the community
5. Students or children of individuals using any of the school facilities shall provide proper supervision of students or children. All individuals should be restricted to the rented area.
6. Items, such as signs, decorations, party favors, etc., brought into the building for your event, must be approved by the building principal prior to your event date.
7. There shall be no use of alcoholic beverages on school property at any time. Use of tobacco by individuals is as governed by law. Use of tobacco is not permitted in the building at any time.
8. Failure on the part of any organization to comply with these regulations will result in future use of school facilities being denied that organization.
9. M.S.D. of Boone Township is not liable for any personal injuries or accidents.

M.S.D. of Boone Township
Use of Facilities
Rules, Regulations and Restrictions Cont'd.

- 1. EMPLOYEE ON DUTY:** An employee on duty will be required for all events. In some cases, a custodian may be on duty and you will not be charged. Otherwise, time for the employee on duty will start when the employee walks into the building for the event and end when the building is secured. If school equipment is requested, an employee authorized to operate the equipment must also be on duty. The applicant/organization will be responsible for the cost of the employee(s). The following calculation will be used to determine the charge for an employee on duty:

Custodians: \$20.00 per Hour plus Fringe Benefits
AV/Tech Person: \$24.00 per Hour plus Fringe Benefits

- 2. SECURITY:** A Security Officer or Officers may be required by the administration for certain events. If required, the school corporation will make the arrangements for a security officer(s). It will be the responsibility of the applicant/organization to compensate the security officer. Only Hebron Police Department personnel may be used for security at M.S.D. of Boone Township.
- 3. KITCHEN FACILITIES:** If kitchen facilities are requested, a food service department employee, approved by the food service director, must be on duty to supervise. See #1 to determine the employee on duty cost.
- 4. FOOD PERMIT:** When certain food items are served or sold to the public, a Temporary Event Food Permit must be obtained and a copy forwarded to the Superintendent's Office at least one week prior to the event. You will need to call the Porter County Health Department at 219-465-3525 for further information.
- 5. PROOF OF INSURANCE: Proof of Insurance shall be in the form of a Certificate of Liability Insurance.** The Certificate must be provided to the Superintendent's Office 30 (thirty) days prior to the date of the event. The applicant/organization shall obtain General Liability insurance which will include, but is not limited to, the following minimum requirements:
 - Liability limits not less than \$1,000,000. This requirement shall not be construed to be a waiver in the event that a claim exceeds \$1,000,000. The renter is responsible to purchase adequate limits of protection;
 - At the discretion of the administration, certain events will need to include Worker's Compensation and Employers' Liability coverage;
 - Coverage shall include M.S.D. of Boone Township, Hebron IN 46341 as "Additional Insured".
 - Notice of Cancellation shall not be less than 30 (thirty) days;
 - In the event your policy expires, your group/organization will be prohibited from using the facilities until the Superintendent's office receives and approves an updated Certificate of Insurance; and
 - M.S.D. of Boone Township reserves the right to waive the insurance or indemnity requirements for a particular use.
- Failure to comply with any of the above rules, regulations and restrictions may result in the administration denying your request to use the facilities.

M.S.D. of Boone Township
Use of Facilities
Rules, Regulations and Restrictions cont'd.

All fees are based on a use of up to four hours, unless otherwise indicated.

Costs for personnel and security are not included.

A category for a group not listed in the examples will be determined by the administration.

If 2/3 of the members are not Boone Township residents,
the classification and charges will be determined by the administration.

	A	B	C	D	E	F	G
Facility	School Sponsored Events	School Related Service Organizations	Character Forming Organizations	Community Service Organization	Community Athletic Groups	Commercial Youth Services	Commercial Enterprise
HS Gym	N/C	N/C	N/C	N/C	\$50	\$50	N/A
MS Gym	N/C	N/C	N/C	N/C	\$50	\$50	N/A
ES Gym	N/C	N/C	N/C	N/C	\$50	\$50	N/A
Fields	N/C	N/C	N/C	N/C	\$50	\$50	N/A
Grounds	N/C	N/C	N/C	N/C	\$50	\$50	\$50
Grounds w/Electric OR Water	N/C	N/C	N/C	N/C	\$75	\$75	\$75
Grounds w/Electric AND Water	N/C	N/C	N/C	N/C	\$100	\$100	\$100
Class Room or Libraries	N/C	N/C	N/C	N/C	\$20	\$30	\$50
Computer Lab	N/C	N/C	N/C	\$20	\$20	\$30	\$50
Auditorium w/ Eqt.	N/C	N/C	N/C	\$50	\$200/4 hrs then \$75/hr	\$300/4 hrs then \$100/hr	Same as F + 10% of profit
Cafeteria - seating only	N/C	N/C	N/C	\$50	\$100/4 hrs then \$50/hr	\$100/4 hrs then \$50/hr	N/A
Cafeteria w/ Kitchen	N/C	N/C	N/C	\$100	\$200/4 hrs then \$75/hr	N/A	N/A

Examples

A= School sponsored events, athletic/academic camp or event conducted by MSDBT staff member.

B= PTG, Booster Clubs, etc.

C= Boy/Girl Scouts, 4-H, Little League, Soccer, Square Dancers, Lion's Club, etc.

D= Service clubs, churches, governmental agencies, colleges, etc.

E= Sport leagues, employee organizations, etc.

F= Dance studios, sports clubs, private for profit, etc.

G= Private business, vendors, commercial for profit, etc.

No birthday / personal parties.