

NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION

480 West 580 North

Crawfordsville, IN 47933

Phone: 765-359-2112

Fax: 765-359-2111

COMMUNITY USE OF SCHOOL FACILITIES

North Montgomery Community School Corporation (NMCSC) encourages the use of its school facilities by citizens living in the school district. Groups interested in using the school facilities must review the enclosed guidelines and submit an application to the building Principal of the facility requested. School facilities are not to be used for commercial or personal gain without the authorization of the Board of School Trustees.

Enclosed are the policies governing the use of facilities. Please read the rules and regulations carefully because your signature on the application signifies that you have read, understood and agree to comply with these rules and regulations.

Also included in this packet are the insurance requirements, a listing of the classifications used to describe the type of group wishing to use facilities, and a fee schedule based upon the group classification. The policy of allowing community groups to use NMCSC facilities can only be continued through the cooperation of all parties involved. If there are any questions or concerns, please feel free to contact the school corporation office at 765-359-2112.

FACILITIES AVAILABLE FOR PUBLIC USE

Elementary School Cafeteria
Elementary School Gymnasium
North Montgomery Middle School Cafeteria
North Montgomery Middle School Gymnasium
North Montgomery Middle School Multi-Purpose
North Montgomery High School Cafeteria
North Montgomery High School Gymnasium
North Montgomery High School Field House
North Montgomery High School Auditorium
North Montgomery High School Pool

INSURANCE REQUIREMENTS

All non-school groups must provide proof of insurance with limits of no less than \$1,000,000.00 combined single limit liability for both bodily injury and property damage liability and in addition naming the NMCSC as an additional insured. A single Release and Indemnification Agreement must be completed by the appropriate representative using the facility.

GENERAL RULES AND REGULATIONS

1. A custodian must be on duty whenever building facilities are being used; a food service staff member must be on duty when kitchens are used; an approved pool and field house supervisor must be on duty when the pool or field house is used.
2. Organizations approved to use facilities may not assign, transfer, sublet, or charge a fee for use of facilities, unless special permission is granted by the Board of School Trustees.
3. All activities must be under competent adult supervision. A custodian will supervise the operation of the facilities but is not required to supervise the group or its activities.
4. All permits are revocable and will not be considered as a lease. The Board of School Trustees or its authorized agent may reject any application for any reason.
5. Furniture and equipment owned by the district shall not be moved from one school to another without authorization from the Central Office.
6. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with normal school operations and programs.
7. School property shall not be used for teaching, promoting, disseminating or furthering of any theory or doctrine of a subversive nature.
8. Organizations using the school facilities shall agree to indemnify the district for any and all damage by any person or persons attending the event. Likewise, the NMCSC will be held harmless against any and all liability and damages to person(s), their agent(s) and employees from and against all claims, damages, losses and expenses including attorney fees.
9. No smoking is allowed in the buildings or athletic facilities.
10. The use of intoxicating beverages or substances is prohibited anywhere in or on the premises. Persons in attendance must confine themselves to the areas assigned. Disorderly conduct is prohibited. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.
11. All programs, performances or any usage of facilities must conclude by 12:00 midnight, unless prior permission is obtained from the building Principal.

12. Any use of recreational, audio-visual, or other school equipment must show item need and approval on the use permit. Competent equipment operators will be provided by the school at permit holder's expense.
13. Regular school activities and organizations shall have priority in requesting the use of any school facilities.
14. All organizations, using school facilities, must fill out an application regardless of charge.
15. All organizations must submit an application to the Board of School Trustees for use of facilities on Sundays or holidays. The Board must approve these times at their monthly business meeting prior to usage.
16. Any organization using school facilities, where set-up is required, must contact the building Principal or designee at least one (1) week in advance of the event.
17. The swimming Pool Director, Athletic Director and/or Food Service Director must be contacted in advance so that specific arrangements can be made for the use of the pool, field house, or cafeteria.
18. All Federal, State and Local laws must be adhered to at all times.
19. The above rules may only be changed by the Board of School Trustees or its authorized agent.

GROUP CLASSIFICATIONS

CLASS I

Groups classified as Class I typically fall into one of the following three types of groups:

- School related student, teacher and parent groups, e.g., student clubs, P.A.C., P.T.O., etc.
- Organized local youth groups, e.g., Brownies, Scouts, 4-H, school athletic associations.
- Organized local adult groups for special meetings sponsored by local civic organizations, which are of general interest, educational, open to public, and no admission fee is charged.

CLASS II

Organized, not-for-profit, community service and citizens groups that charge admission or take free-will offerings and /or donations, e.g., Jaycees, Kiwanis, Lions, sororities, community clubs, political parties, and church-related groups. Tax-exempt numbers must be furnished with permit application.

CLASS III

For profit groups. May only use the facilities with the approval of the Board of School Trustees.

RENTAL FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

FACILITY	CLASS I	CLASS II	CLASS III
Cafeteria	No Charge*	\$25/1 st Hour \$10 @ add'l Hour	TBD
Gymnasiums/Pool/MS Multi-Purpose	No Charge*	\$50/1 st Hour \$25 @ add'l Hour	TBD
High School Field House	No Charge *	\$100/1 st Hour \$25 @ add'l Hour	TBD
High School Auditorium	No Charge *	\$100/1 st Hour \$50 @ add'l Hour	TBD

**** A certified Life Guard must be employed per every 20 adults during the use of the pool. A certified Life Guard must be employed per every 10 children under the age of 18 during the use of the pool. When children under 18 are using the pool, it is highly recommended that one water safety instructor be present.**

*** NOTES REGARDING OTHER FEES:**

1. For Class II and III classifications, custodians and food service staff will be paid \$25 per hour if an activity is held outside the normal working hours, with a guarantee of a minimum of two (2) hours.
2. If extra clean up is required after the activity, the renting organization will be responsible to pay custodial fees incurred at \$25 per hour per employee.
3. The swimming pool and auditorium supervisors will be paid at contracted hourly rates (TBD). Technical crew pay for the auditorium and lifeguard pay for the swimming pool are in addition to the rental fee (TBD).
4. Rental fees are payable to the NMCSC. Custodial, food service, pool, field house, auditorium supervisors, lifeguard(s) and technical crew fees are to be paid directly to NMCSC Central Office. NMCSC will take responsibility in paying workers.
5. The Board of School Trustees or its authorized agent reserves the right to waive and/or reduce fees on a case-by-case basis.

Revised 2-26-18 (hourly rates changed)
 Revised 8-13-21 (facility types changed)
 Board approved 2-26-18

North Montgomery Community School Corporation
APPLICATION FOR USE OF SCHOOL FACILITIES

Sunday usage? **Yes or No** _____ Date of activity _____

Name and location of facility desired PH SC LBS NR HS Other: _____

Organization or group requesting use of the facilities _____

Hours requested – (be specific) _____ Activity time _____ (include a.m. or p.m.)

Prep time: _____ Clean-up time: _____

Room # or area _____

Purpose of facility use _____

Number of people to be involved in this activity _____

Which of the following will be needed?

Custodians: How Many? _____ How Long? _____ Pay Rate? _____

Cafeteria Personnel: How Many? _____ How Long? _____ Pay Rate? _____

Pool/Auditorium Supervisor: _____ How Long? _____ Pay Rate? _____

Lifeguards: How Many? _____ How Long? _____ Pay Rate? _____

Field House Supervisor: How Many? _____ How Long? _____ Pay Rate? _____

Auditorium Supervisor: How Many? _____ How Long? _____ Pay Rate? _____

Technical Crew: How Many? _____ How Long? _____ Pay Rate? _____

Facilities Set-Up: No. Tables? _____ No. Chairs? _____

Equipment: Podium? _____ Microphone? _____ A.V. Equip? _____

Please describe your set-up arrangements: _____

Group Classification: CLASS I _____ CLASS II _____ CLASS III _____

Charges: Use of Facility \$ _____ Personnel \$ _____

Name of Organization Representative: _____

Address _____

Daytime Phone _____ Evening Phone _____ Fax _____

Email _____

Having read the policies, rules and regulations for use of school facilities, we agree to adhere to these and to be responsible for payment of all fees charged and damages to property, not including ordinary wear and tear.

Signature _____ **Date** _____
 (Organization Representative)

Please Note:

- Arrangements for meals to be prepared and served by cafeteria employees should be discussed with the Food Service Director at the NMCS Central Office.
- All checks for school facilities and employee compensation are to be made out to North Montgomery Community School Corporation.
- Class II organizations must furnish tax-exempt number with application. Organization to provide a certificate of insurance of \$1,000,000 (minimum) and naming the North Montgomery Community School Corporation as an additional insured to the commercial general liability policy.

Recommended: _____ **Date** _____
 Principal

Approved: _____ **Date** _____

Central Office