

Policy 2120: Use of School Facilities

The public-school buildings are provided primarily for the regular program of M.S.D Wabash County and they must be maintained at all times in as satisfactory manner for this essential purpose. The public schools ought to serve as a community center for the promotion of the cultural and educational life of the community.

In furtherance of this purpose, the use of the public-school facilities outside of school hours may be granted for worthwhile religious, educational, recreational, civic, and cultural activities as freely as is consistent with statutes, the primary purpose of the schools, and the rules and regulations of the Board of School Trustees. Such activities shall be sponsored by a responsible citizen or group of responsible citizens and pertain to the general welfare of the community.

Rules, regulations, and procedures for the use of school facilities, are contained in the Use of School Facilities contract.

Use of District/School Facilities Info

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Director of the Emergency Management Agency to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each use may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where guidelines specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damages to the facilities.

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

Use of District/School Facilities Administrative Guidelines

Applications:

1. Applications may be picked up at any of the schools or at the Administration Building.
2. Applications must be filed at least fifteen (15) days prior to the scheduled events.
3. Proof of insurance must accompany the application.
4. Completed applications should be sent to the building principal for his/her approval. The Principal's signature indicates that the facility being requested is not scheduled for a school or school related event.
5. Applications are then sent to the Facilities Director and/or the Assistant Superintendent of Finance and Operations for final approval.
6. The Principal shall notify the organization representative of approval or disapproval of the application.

Regulations Governing Use:

Primary consideration in use of school facilities shall be given to school activities related directly to the educational program. The Board of Education, however, recognizes that many community groups within the School Corporation may wish to use school facilities as a meeting place for large or small groups. The following regulations shall be observed in building use:

1. The use of District facilities/grounds shall not be granted for any purpose which is prohibited by law.
2. Facilities shall not be used for private social functions, rental to private citizens, or private groups for activities which are not in the best interest of the MSD of Wabash County School Corporation.
3. Rental facilities shall not interfere with school activities.
4. The applicant and his/her organization shall be responsible for the use of the building and property.
5. All applicants and/or organizations are required to post a comprehensive general liability policy or certificate of insurance for \$500,000 to protect the Corporation against loss of property or liability for personal injury. This requirement does not apply to any activity covered by the existing liability policy of the school corporation.
6. Property damage, theft, or loss of supplies and equipment arising from the occupancy of any portion of the building shall be charged against the applicant. All equipment shall be returned to the original location.
7. ALL school corporation buildings and campuses are SMOKE FREE. The use of intoxicants in school buildings and on school grounds is prohibited.
8. Special permission of the Board of Education must be secured to rent facilities to organizations with headquarters and/or membership outside the geographic limits of the MSD of Wabash County School Corporation.
9. The use of a District school building on Sunday will be at the discretion of the building principal and/or Superintendent. However, if activities are scheduled for Sunday they will be restricted to the hours of 12:00-6:00 pm.

10. Adequate custodial and/or supervisory personnel must be scheduled for all building uses to assure that the facilities and equipment are properly maintained and utilized. The facility will be used under their supervision. Rental of auditorium facilities will result in additional charges for sound and lighting support.
11. A school custodian shall be on duty whenever a facility is being used outside of normal custodial hours. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing the facility is left in good order after the activity is over. The custodial overtime, including clean up/set up time, will be charged at the appropriate hourly rate. Food service personnel shall be required, in addition, when kitchen facilities are requested.
12. The activities of the rental group must be restricted to the area of the building indicated on the application/agreement.
13. If a school is closed for any emergency, all scheduled use of the school facilities by the community will automatically be canceled. It will be the building principal's responsibility to notify the organization or representative of the closing. Any exception to this rule must be approved by the Superintendent.
14. The Board shall reserve the right to cancel the use of any school property at any time for any reasonable purpose.
15. At the discretion of school officials, organizations may be required to have security officers, firemen, and/or parking attendants. These personnel shall be procured by the school district and the cost of these services shall be charged to the applicant.

Class of Organization Requesting Use

Class	Title	Examples	Personnel Charge	Liability	Rental Charge
I	School Support Advisory Org.	PTO, Booster, Advisory groups	YES	NO	NO
II	Non-Profit Educational Recreation Org. Activities for MSD Students	Scouts, 4-H, Recreation, YMCA	YES	YES	NO
III	Non-Profit Educational Recreation/Civics Org. Activities for Non MSD Students	Local Service Clubs, Sororities, Veterans, Religious Groups	YES	YES	YES
IV	Local, State, or Federal Government Units	Police, Sheriff, Fire	YES	YES	NO
V	Other	Local Businesses, Amateur Sport Organizations	YES	YES	YES

Facility Rental Fee Schedule

Two (2) hour minimum fee, additional hours will be prorated on a per hour basis.

Facility	Class	High School	Elementary
Auditorium	III	\$20.00/hour	N/A
	V	\$50.00/hour	N/A
Gymnasium	III	\$25.00/hour/gym	\$15.00/hour
	V	\$75.00/hour/gym	\$45.00/hour
Outdoor Facilities	II	\$25.00/hour	\$15.00/hour
	V	\$75.00/hour	\$45.00/hour
Classroom Multi purpose	III	\$10.00/hour	\$10.00/hour
	V	\$15.00/hour	\$15.00/hour
Cafeteria	III	\$15.00/hour	\$15.00/hour
	V	\$30.00/hour	\$30.00/hour
Kitchen	III	\$25.00/hour	\$25.00/hour
	V	\$50.00/hour	\$50.00/hour

Personnel Rates: One Employee \$30.00 per hour
 Each Additional Employee \$25.00 per hour

The Principal, Facilities Director and/or Food Service Director determines the number of employees required.

If admission is charged the organization will submit 10% of admission charge receipts to the school corporation.

APPLICATION/AGREEMENT FOR USE OF MSD OF WABASH COUNTY SCHOOL CORPORATION FACILITIES

Name of Organization: _____

Address of Organization: _____ Phone: _____

Name of Representative: _____ Title: _____

School(s) Desired: _____

Type of program, event, or meeting: _____

Estimated attendance: _____ Admission charged: _____ Amount charged: _____

Special equipment or set up needs: _____

Date Requested: _____ Time: from _____ to _____

Please indicate which part of the building facilities you require for your activity:

	Hours Required	*Signature of school personnel
Auditorium		
Gymnasium		
Outdoor Facilities		
Classroom Multi purpose		
Cafeteria		
Kitchen		

School personnel may be required for all facility usage at a rate of \$30.00/hr for the 1st employee and \$25.00/hr for each additional employee.

If admission is charged the organization will submit 10% of admission charge receipts to the school corporation.

If corporation personnel are not available to work at your requested times your event will not be approved.

APPLICATION/AGREEMENT FOR USE OF MSD OF WABASH COUNTY SCHOOL CORPORATION FACILITIES

I hereby certify that the above organization shall be responsible for any damage sustained to the school premises, furniture, or equipment, because of the occupancy of school premises by our group, and said organization shall be responsible for any injury to a person using said facilities and shall hold the School Corporation harmless from any liability for such injury.

The undersigned has read and fully understands the rules and regulations governing the use of these facilities and agrees to abide by the same and be responsible for any damage to school property due to such occupancy and to strictly observe the rules and regulations of the School Board relative to the use of such facilities.

Representative signature: _____ Date: _____

Principal signature: _____ Date: _____

Central Office signature: _____ Date: _____

Make check payable to:
MSD of Wabash County
204 N. 300 W.
Wabash, IN 46992

Attn: Assistant Superintendent of Finance and Operations

Action On Application (Central Office Use Only)

Date application filed with Central Office: _____

Class: _____ Rental Fee: _____ Personnel Charge: _____ Total: _____

Liability bond required (single limit of liability \$500,000): YES _____ NO _____

Liability bond on file: YES _____ NO _____

Date of billing: _____ Date of collection: _____

Date of additional billing: _____ Date of collection: _____