

Brownsburg Community School Corporation

Use of Facilities

For Events On & After July 1, 2023

The Board of School Trustees has established the following parameters for the Brownsburg Community School Corporation's Use of Facilities policy:

- The school corporation's first priority for Use of Facilities is curricular & extra-curricular use by BCSC students
- The school corporation encourages and accommodates community use of school facilities providing the community use does not adversely impact BCSC student use or BCSC finances and resources.

The full Brownsburg Community School Corporation Use of Facilities policy includes:

- This Use of Facilities policy document
- All parts of the Use of Facilities Application
- All Board Policy requirements where applicable to Use of Facilities functions on school property
- Any supplemental information or requirements provided to the Renter, including Special Use Agreements.

What facilities can be rented?

- Internal spaces (Gymnasiums, Cafeterias, Unassigned Classrooms, Media Centers, Conference Rooms, Auditoriums)
- Exterior Facilities (ball fields, tracks, etc.); unassigned open areas may be used at no charge and at the user's own risk (parking areas, open lawn areas)
- Equipment for use within BCSC buildings – tables, chairs, laptops, video projectors, soundsystems
- Rental uses by non-BCSC groups must be consistent with the intended purpose of the facility (only indoor sports in gymnasiums, appropriate field uses on fields, etc.). Indoor facilities cannot be used by non-BCSC users for outdoors events.

What cannot be rented?

- Any instructional space or equipment that is regularly assigned for instructional use.
- Any space in which a curricular or extra-curricular program is set-up and for which the rental would require break-down and re-set of the BCSC program.
- Vehicles and motorized equipment.

Who can rent?

- Any resident of Brown or Lincoln Township (or an entity from outside Brown or Lincoln Township representing a Brown or Lincoln Township resident (homeowner's association, etc.)
- Any BCSC employee for educational, recreational or not-for-profit purposes
- Any unit of government
- Any not-for-profit group, including churches, based in and primarily serving Hendricks County
- Any faith-based group for a period not to exceed five years
- Any for-profit group, PSG, or individual providing a service or program in conjunction with a BCSC student or staff program, initiative, or school corporation goal

Who cannot rent?

- Any individual or group residing outside Brown or Lincoln Township for any purpose not primarily, specifically and tangibly benefiting the residents of Brown or Lincoln Township
- Any individual or group renting for profit-making purposes, regardless of residency, other than those providing a service or program in conjunction with a BCSC student or staff program, initiative, or school corporation goal.

When can facilities be rented?

- School facilities are available for rental:
 - On school days outside of school day hours and custodial staff are on site
 - On weekends and recess periods if custodial staff are available
- Custodial staff must be on duty at the rental site during the time of the rental; if BCSC custodial staff are not already scheduled to be on duty during the event, staffing costs may apply to the full duration of the event. BCSC is not able to guarantee staffing outside of the hours listed below.

| <u>Site</u> | Buildings are generally staffed & available for rental Monday through Friday during the School Year | |
|----------------------------------|--|-----------|
| | <u>From</u> | <u>To</u> |
| Brown Elementary School | 4:00 pm | 10:00 pm |
| Cardinal Elementary School | 4:00 pm | 10:00 pm |
| Delaware Trail Elementary School | 4:00 pm | 10:00 pm |
| Eagle Elementary School | 4:00 pm | 10:00 pm |
| Lincoln Elementary School | 4:00 pm | 10:00 pm |
| Reagan Elementary School | 4:00 pm | 10:00 pm |
| White Lick Elementary School | 4:00 pm | 10:00 pm |
| East Middle School | 3:00 pm | 10:00 pm |
| West Middle School | 3:00 pm | 10:00 pm |
| Harris Academy | 3:00 pm | 7:00 pm |
| 310 Stadium Drive | 7:30 am | 7:00 pm |
| Brownsburg High School | 3:00 pm | 10:00 pm |

All Elementary, Middle School and High School Gyms are not available to rent until after 6:00 p.m. each weeknight. BCSC holds the right to determine when and if a buffer time is needed between events.

What is the cost for facility rental?

- Renters will be charged an hourly fee for utilities, consumables, and staff time associated with set-up, tear-down, clean-up, and repairs
 - For minimal impact events (small meetings without need for continuous custodial support present, basketball practices/games without bleachers/spectators, etc.) a minor use fee will be charged to cover minimal costs of utilities, set-up, tear-down and clean-up. If additional clean-up or repair costs are incurred these will be charged at the published rates. The qualification of minimal/minor use fee and custodian coverage will be determined by BCSC on a case by case basis.
 - For larger events requiring dedicated staffing, changes in room set-up, or to provide staffing outside of normal staffing hours, an hourly charge for both space use and staffing will be charged at the published rates.
- Renters may cancel approved events up to 2 business days in advance of the event at no charge. Events cancelled within 2 business days of the event, or no-shows, will be billed the expected cost of the event as scheduled and may result in the denial of future requests.

What is the process for facility rental?

- All Use of Facility requests start at the building or site; a list of facilities available for rental at each location is provided on the BCSC Use of Facilities webpage.
- Submitting a Use of Facility Application:
 - Renters should review the event calendar for the site they wish to use to determine if the desired space is available.
 - Renters complete the Use of Facilities application and Hold Harmless Waiver on the BCSC Use of Facilities webpage. Please visit www.brownsburg.k12.in.us / About Us / Reserve a Facility to complete these requirements. Please email a copy of a certificate of insurance meeting or exceeding the required limits to COI@brownsburg.k12.in.us. A sample of the COI with BCSC required limits is listed is below. Please note that BCSC must also be listed as the additional insured.
 - Applications submitted without the required Certificate of Insurance will be conditionally approved; if a satisfactory Certificate of Insurance is not submitted within 7 days prior to the event, the event will be cancelled and cannot be rescheduled.
 - Once approved, the renter will receive an electronic confirmation of the approved event by BCSC district offices and can then contact the event location to coordinate building access, set-up needs, etc.
- Conducting the Use of Facilities Event:
 - If there are specific needs for a particular event that involves meeting a school contact, please contact the building directly to set up a time to meet.
 - Unless specific arrangements have been made otherwise, BCSC custodial staff will continue their scheduled work in other areas of the building and will not continuously attend the rental program. Building custodial staff will check-in periodically and at the scheduled event end time. School staff must be on duty continuously at the rental site during the time of the rental.
 - Providing the renter leaves the space in equal or better condition there will be no additional staff time charged, and BCSC staff will secure the building at the conclusion of the event.
 - If the event includes 100+ attendees, custodial staff will be required to be hired for the duration of the event and the renter will be charged the hourly staffing rate.
 - All applicants are expected and required to comply with local and state regulations (including posted occupancies) and any directives made by authorized BCSC administration staff.
- Completing the Use of Facilities Event:
 - The building representative will confirm the event occurred as scheduled and if any difficulties were encountered.
 - An invoice for the Facility Rental will be issued by the BCSC district offices by the end of each month.
 - Payment is due in full within 30 days, payable to the Brownsburg Community School Corporation.
 - All payments are to be made to BCSC/Central Office; no payments are to be made directly to BCSC staff or schools.
 - Failure to submit full payment may result in denial of all future Use of Facilities requests.
- Summer Break Facility Usage:
 - BCSC uses the summer break to update facilities and equipment across campus. Summer facility use will be determined by projects awarded and scheduled over summer break. Any event involving students over the summer, whether BCSC sponsored or not, whether raising monies or not, is to be considered a camp; as a result, effectively all events in BCSC buildings over the summer recess would need to be scheduled in rSchool by January 31st of each year. Dates submitted will be approved prior to Spring Recess.

Special Requirements:

- Gambling, use or possession of intoxicant drugs, use of tobacco in any form, use of alcohol, flammables, and (or) use of obscene or profane language are strictly prohibited from school corporation property.
- Amusement rides or attractions, including but not limited to, trampolines, enclosed or air-supported structures, climbing walls or ropes are prohibited on school corporation property at any time unless specific insurance has been issued and the policy limitations and form have been approved by the Superintendent.
- Hazardous materials, including but not limited to, flammable materials, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, are prohibited on school corporation property.
- All Use of Facilities agreements are subject to BCSC's exclusive beverage contract. A complete list of products is available upon request. These products must be purchased from BCSC's vendor. Products purchased from other sources are not permitted to be sold on BCSC property.
- By Board Policy 9150, with the exception of properly certificated service animals, animals are not permitted on School Corporation property.
- Applicants are only permitted facility use for the time frame designated on the approved application. BCSC custodial, life guard or other staff are under no obligation to extend the time listed on the approved application. Should an applicant desire to use the facility beyond the approved time frame (i.e. start earlier, end later), and the BCSC site staff are able to accommodate the request, the applicant will be charged for the actual time used.
- In the event of inclement weather conditions (including ice and snow) BCSC reserves the right to cancel the event at no cost to the renter; in the event of a weather cancellation BCSC will not assume any responsibility for costs from the renter.
 - If snow removal can be accomplished on the normal schedule for BCSC school purposes no cost will be charged to the renter; if a special removal effort is required to accommodate the Use of Facilities event the renter will be charged for snow removal.
- Aquatic Center, Nutrition Services, and BHS Auditorium usage will include additional requirements, including mandatory staffing, unique to those facilities.
- BCSC reserves the right to cancel any approved Use of Facilities event for any reason at any time, without penalty or financial liability to BCSC.
- The approved Use of Facilities extends only to those specific areas requested in the original request, and those general areas adjoining the requested space (corridors, public restrooms, etc.). The Use of Facilities renter is responsible for supervision of these adjoining general areas during their event, and for any damage or injury resulting from program participants in these areas.
- No signs, displays or materials may be attached to walls, windows or other surfaces of BCSC buildings.
- If any type of tent or canopy is used for an event, it should be placed with weight. No stakes, poles or other devices are to be driven into the ground on BCSC property, including parking areas. BCSC is not able to provide storage for Use of Facilities Renter equipment or materials.
- Warning: Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you. You are assuming the risk of participating in this physical fitness activity.

Security:

- Exterior doors are not to be propped open for any reason;
- Adults and children should stay within the scheduled area of use;
- No unsupervised children are to be allowed within the building at any time;
- BCSC does not allow non-service animals on corporation property. This includes all property, indoors and outdoors.
- If the event requires security, traffic control, or police presence, BCSC will internally coordinate and provide coverage through BCSCPD or BPD at the School Police staffing rate. This should not be handled separately from the facility use process.

Special Use Agreements:

- For large rental events extending over more than one site and/or date, a Special Use Agreement may be requested by the renter. Special Use Agreements typically include the following provisions:
 - A calculated lump sum cost to cover BCSC expenses based upon the anticipated usage.
 - The identification of one or more specific individuals representing the renter to which access cards and building keys will be provided to permit access to the facilities.
 - Reduced support staff level requirements during events, as defined in the Special Use Agreement.

- Special Use Agreements are limited to:
 - A period of 12 months, with annual renewals permitted (faith-based organizations renewing for a fourth or fifth year will be subject to a 10% premium charge).
 - Groups based in Brown and Lincoln Townships whose participation/attendance is 95% or more residents of Brown or Lincoln Township.