

Use of School Facilities Policy

The board is interested in the maximum use of the school facilities by providing for adult education, recreation and other activities that are of value to the citizens of this community.

However, in establishing a policy regulating the use of schools by community groups, the board recognizes that facilities exist primarily for the purpose of education.

This policy shall apply to school buildings currently used by the school corporation to conduct educational programs of the school corporation. It is not intended to address the rental of buildings owned by the school corporation and used in support of the educational programs of the school district nor school buildings no longer used as a school. In the case of the rental of a school building still owned by the school, but no longer used as a school the board of school trustees shall authorize the administration with the aid of legal counsel to develop the terms and conditions of a lease for such use with any lessor. The form of any such lease must be approved by the board at a public meeting prior to the execution of the lease.

The superintendent of schools' designee is responsible for the supervision of school rentals. To avoid duplication of effort and conflicts in scheduling, arrangements for the use of school facilities by community groups must be made by the superintendent of schools' designee whose office assumes the responsibility in scheduling facilities use. School buildings may be made available to community groups except during the regular school day which is generally considered to be from 8:00 A.M. to 5:00 P.M. (except for primary, general, and special elections). Should a conflict arise between a school-related or school-sponsored activity and an activity of a community group, the school-related or school-sponsored shall take precedence.

A community group which has obtained approval for the use of a school facility on a specific date may consider the arrangements to be a firm commitment unless notified. Notification will occur ten days prior to the scheduled date unless unusual circumstances dictate otherwise. Because each building principal assumes general responsibility for the use of his/her school building, all arrangements for use of a school facility by community groups are approved through the principal of the school involved. The superintendent of schools' designee assumes responsibility for handling all of the details, including the administering of the application, procedure, and collection of fees and other charges involved in assigning a school facility to an outside group. Facilities use applications shall be available at individual buildings and the Hiatt Administration Center. If lighting, projection, or audio visual equipment is to be used by outside groups, the group may be required to employ school personnel knowledgeable about this special equipment. A rental charge may be assessed for certain equipment and for the placement of the equipment in a designated area in the school building.

Groups using facilities must adhere to the following:

1. Plans for using school corporation facilities for an activity that is not a regularly scheduled activity of the Board of School Trustees or of the Parks and Recreation Board must be developed cooperatively with the Superintendent of Schools' designee and/or the building administrator. If a renting group collects a fee from persons attending or participating in the rental group's activity, the amount and the reason for

the collection of the fee must be presented in written form with the facility use application. If teachers or other individuals conducting the activities are paid, they must be paid by the Board of School Trustees or the Parks Recreation Board (either by the corporation curricular accounts or the individual school's athletic or other extracurricular fund).

2. School facilities shall not be used by a for-profit or non-profit organization whose business address is outside the Lafayette School Corporation for the purpose of generating profits solely for that organization.
3. Any non-school group or individual renting or using school facilities is required to present satisfactory evidence that they are fully covered by public liability and property damage insurance in amounts listed on the facility use application. Payment in advance may be required.
4. Groups using school facilities for an activity with attendance of 25 or more people may be required to provide, at their expense, adequate police supervision for parking and protections. Policing personnel are secured through the building principal.
5. The schedule of fees for use of school facilities are subject to change and shall be reviewed periodically by the board and shall reflect as nearly as possible the actual costs to the school corporation of providing services, such as, labor costs, utilities, maintenance and equipment repair and replacement. Exceptions to or requests not explicitly covered by this policy must receive the approval of the Superintendent of Schools, his/her designee or the board.

Board Adopted: November 14, 1983

Board Revised: August 12, 1996, January 10, 2000; June 9, 2008