

**GRIFFITH PUBLIC SCHOOLS
602 N. Raymond Street
Griffith, Indiana 46319**

**PERMIT FOR USE OF GRIFFITH PUBLIC SCHOOL
PROPERTY**

Section I – Applicant Information

Date of Application: _____

Name of Organization: _____

Event: _____ Purpose: _____

Building Desired: _____ Room/Facility Desired: _____

Date of Event: _____ Hours: From _____ to: _____

Building Open Time: _____ Day(s) of Week: _____

Name of Group/Individual Making Request: _____ Title: _____

Address of Group/Individual Making Request: _____

City: _____ State: _____ Zip Code: _____

Contact Email Address: _____ Phone #: _____

Group Supervisor (Person in charge of event): _____

Percentage of Participants who are Griffith Residents: _____% Non-Griffith Residents: _____%

Admission Fee charged: \$ _____ Attendance expected: _____ persons

Proceeds will be used for: _____

Section II - Facilities

Will you require the use of any of the following? Where applicable, indicate number needed.

Chairs: _____ Tables: _____ Restrooms: _____ PA System: _____

*Concessions: _____

*Operated by and proceeds retained by the clubs in the Griffith Public Schools.

Any other equipment or personnel must be approved by Central Office prior to use and there will be additional fees charged.

Additional Equipment Requests/Comments: _____

Describe setup required if other than normal: _____

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Section III – Insurance Requirements

A certificate of public liability insurance covering the event must be secured and on file in the district administration office before a permit for use of these facilities is approved by the Griffith Public Schools. The applicant shall maintain, during the term of this Agreement, insurance policies in the amount indicated below and for a period of one year following the event.

Commercial General Liability insurance on an ISO CG0001 form or an equivalent on an “occurrence” basis for bodily injury and property damage arising from applicant’s operations and the lease of these premise for limits of not less than:

\$1,000,000 each occurrence

\$3,000,000 aggregate

- ✓ Coverage should include Griffith Public Schools as an additional insured on a primary noncontributory basis.
- ✓ Contain a severability or separation of insureds clause.
- ✓ Limits required should apply specifically for this location.
- ✓ Waiver of subrogation in favor of Griffith Public Schools applies.

If you have employees:

Workers’ Compensation insurance, including employer’s liability, for all persons whom the organization employs. Such insurance shall be in strict compliance with the requirements of the most current and applicable workers’ compensation insurance laws in effect from time to time in the State of IN and shall include the following:

- ✓ Coverage A – Worker’s Compensation – Statutory
- ✓ Coverage B – Employer’s Liability at a minimum, the following limits and coverages:
 - \$500,000 for each accident, for bodily injury by accident
 - \$100,000 for each employee, for bodily injury by disease
 - \$500,000 for each disease policy limit
- ✓ The workers’ compensation policy shall include an endorsement that waives all subrogation rights the insurer may have to recover damages against the Griffith Public Schools.
- ✓ Contain endorsements that provide:
 - Voluntary Compensation, if applicable

Additional Requirements for All Policies:

Each insurance policy required under this shall:

Except as otherwise agreed in writing by Griffith Public Schools (Owner), be issued by insurance carriers duly authorized to transact that class of insurance in the State where work is located.

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Section IV - Signatures

We have read, fully understand, and agree to abide by the rules, regulations, and restrictions governing the use of these facilities and agree to be responsible for any damage to school property due to such occupancy and for the strict observance of the rules and regulations of the Board of School Trustees relative to the use of these facilities.

Print Name/Title: _____

Signature: _____

Telephone Number: _____ Email: _____

Address: _____

Alternate Contact: _____ Telephone Number: _____

The above request does not interfere with the educational program of this school. The use of the necessary facilities for the above dates has been scheduled subject to the Board and/or Superintendent's or designee approval.

Building Principal or Designee: _____

School: _____ Date: _____

The above request is for purposes permitted by the rules of the Board of School Trustees and is approved or merits approval.

Approval by Director of Buildings and Grounds or Designee: _____ Date: _____

Approval by Athletic Director (if Athletic Facilities): _____ Date: _____

Approval by Theater Director (if Auditorium): _____ Date: _____

Approval by CFO or Designee: _____ Date: _____

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RULES AND REGULATIONS COVERING THE USE AND RENTAL OF SCHOOL PROPERTY OF THE GRIFFITH PUBLIC SCHOOLS

General Requirements

The buildings and grounds of the public schools of the Griffith Public Schools Shall be available for public use insofar as they may be used as follows:

1. For educational, civic requirements, and entertainment programs sponsored by responsible citizens, or groups of responsible citizens and pertaining to general welfare of the community. The term "responsible citizen" is intended to mean a person of at least 21 years of age, a property owner of this school corporation, and/or a person otherwise financially responsible.
2. Facilities shall be available for public use outside of school hours or at such times as not required by activities of school.
3. School property shall not be used for the teaching, promoting, disseminating, or furtherance of any authority or doctrine of subversive nature, intended or threatening to undermine or overthrow the constitutional form of government of the United States of America of the State of Indiana.
4. School employees may not use school buildings or facilities for personal gain for events that are not school sponsored.
5. The user expressly agrees to assume the entire responsibility for the defense of, and to pay, indemnify, and hold the Griffith Public Schools harmless from any and all claims, losses, damage, injury, and liability, whether allegedly caused by the negligence or fault of the user, the joint negligence or fault of the user and the Griffith Public Schools, or the sole negligence or fault of the Griffith Public Schools, resulting from, arising out of, or in any way connected with the use and rental of the premises.
6. The user shall maintain during the term of this Agreement and for a period of one year following the event, insurance policies in the amounts indicated in Section II of the Permit for Use of School Property.

Procurement of Permit

Upon application to the Director of Buildings and Grounds, facilities will be made available whenever possible to school affiliated groups and other organizations and persons meeting the following rules and regulations:

1. The use of all facilities for any purpose whatsoever should be initiated and cleared through the school principal. Upon completion of the application, the applicant shall then present it to the District Administration Office for determination of fees, responsibilities, and services required by the school corporation.
2. The use of the building will be strictly confined to areas designated for or included in the permit. The applicant and his organization will be held responsible for compliance with these rules by all persons participating in or pertaining to the activity. In case of doubt, the school custodian or other representative of the school corporation on duty shall have immediate authority in any matter covering the use of the building. Failure to comply with these rules and regulations will be sufficient reason to cancel future privilege of school facilities.
3. All permits issued by the school principal may be cancelled by the Superintendent for good cause.
4. Gambling, drinking, or the possession of intoxicants within the school building or on the school property is specifically prohibited.
5. No furniture or equipment (including pianos, stage equipment, audio-visual equipment, tables, or chairs) shall be used or moved without express approval on the permit.
6. The School district and its employees shall not be responsible for injuries, damage to or loss of property upon school premises sustained by applicant participating in a program, or to a patron of any program.
7. The use of special equipment such as stage, lighting, scenery, curtains, picture projection, public address systems, folding goals, bleachers, etc., shall be permitted only when operated by school employees or other persons authorized by the School Board or its representatives and additional fees will apply.
8. No signs, displays, or materials may be attached to or nailed against the walls, window glass, woodwork, draperies, blinds, stage equipment, grounds, drives, etc., without express approval on the permit by the school principal and the Superintendent's Office.

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9. It may be necessary for organizations, depending upon the size of the group, to have police on duty. These personnel shall be procured by the school corporation and charged to the applicant.
10. Smoking and/or vaping in all school buildings and on all school property is prohibited.
11. All attendees must comply with school evacuation & safety procedures in the event of a fire alarm or disaster alarm.
12. All rights for the operation of concessions are reserved by the school principal for the benefit of school organizations.
13. Food or drinks shall not be taken into dressing rooms, auditoriums, stages, gymnasium, or any other area except designated concession areas.
14. Established parking areas shall be used for all vehicles that are parked on school property. At no time shall areas that are in fire lanes, grass, shrubs, etc., be used for parking.

Use of School Grounds

1. Concessions or refreshment stands shall not be constructed or operated, nor shall refreshments be distributed, or concessions authorized in any fashion without the express approval of the Superintendent's Office.
2. Buildings, including toilet facilities, will not be available for use unless a custodian is on duty during the time buildings will be used.
3. Erection of any athletic equipment, stands, bleachers, fences, or buildings of any nature shall not be permitted without approval in writing by the Superintendent's Office.

Rental Fees – Affiliated School Groups

1. There will be no rental fee for school affiliated groups, including organized adult participants in those groups, unless it requires additional personnel based on square footage and/or attendance expected.
2. There will be no rental fee for law enforcement, first responders, rescue training groups, local boys' and girls' scouts, or other local service organization with the Superintendent's approval.
3. When school cafeterias are used, the Director of Food Services or other designated school employee must be present and must have general supervision of all kitchen equipment. Additional school personnel may be required based on square footage and/or attendance expected.
4. Other civic organizations may present their request to the Board. Such requests shall be acted upon at the next official Board meeting following receipt of request.

Schedule of Fees and Charges for Non-Affiliated Groups

1. School buildings are available at such times that they are not needed for school purposes. The schedule of fees includes the use of facilities and does not include custodial services or other special employees as may be necessary.
2. The School Corporation reserves the right to cancel any meeting that interferes with school functions.

SCHEDULE OF FEES

School Affiliated Groups

School affiliated groups, including organized adult participants in those groups, will be permitted to use school facilities at no charge, when school custodians are on regular duty, and it does not require taking the custodian from his regular assigned duties. If facilities are used at a time when custodians are not regularly on duty, the organization shall be charged under *Schedule B – Additional Rates*. (If the organization only needs a coffee pot, table, and/or sink, the Principal can make these facilities available without requiring a cook to be present.)

Other Organizations and Groups

All non-school affiliated groups permitted to use school facilities shall be charged under Class 2 or Class 3 under *Schedule A - Facilities*. No charge will be assessed for custodians if facilities are used when school custodians are on regular duty, and it does not require taking the custodian from his regular assigned duties. If facilities are used at a time when custodians are not regularly on duty, the organization shall be charged under *Schedule B - Additional Rates*.

The rental charges represent a 2-hour minimum charge for the facility for a single usage. Any rental of facilities for rehearsal shall be reduced by 50% for each rehearsal.

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Schedule A – Facilities

	CLASS 1	CLASS 2		CLASS 3
	All Griffith Public Schools students, student clubs, organizations, school affiliated PTO, Boosters, and all government agencies	All Griffith residents, civic units (Kiwanis, Rotary, etc.), not for profit community groups (Boys & Girls Club, Griffith Parks, etc.) athletic feeder programs, Griffith youth groups, and religious organizations established within the boundaries of GPS and have purchased property or be in the process of building a church within the boundaries of GPS, and local businesses.		All other persons, group or organizations not residing in the Griffith Public Schools District.
<i>Facility</i>		<i>Fees are based on a 2-hour session below & will be charged for one session. Fees may be prorated after 2-hour minimum.</i>		<i>Fees are based on a 2-hour session below & will be charged for one session. Fees may be prorated after 2-hour minimum.</i>
		Weekday 2-Hour Rate	Weekend 2-Hour Rate	2-Hour Rate
Auditorium	NC	\$75	\$150	\$300
Cafeteria	NC	\$35	\$70	\$100
Elementary Gym	NC	\$75	\$150	\$500
HS Main Gym w/bleachers	NC	\$75	\$150	\$500
Field w/ Lights	NC	\$100	\$150	\$200
Field w/o Lights	NC	\$50	\$75	\$100
HS Main Gym & Fieldhouse w/o bleachers	NC	\$60	\$90	\$500
Professional Development Room - LGI	NC	\$45	\$70	\$75
GMS/GHS Classroom	NC	\$40	\$55	\$50
Parking Lot	NC	No Lights \$75 Lights \$100	No Lights \$75 Lights \$100	No Lights \$125 Lights \$200
Tennis Courts	NC	No Lights \$50 Lights \$75	No Lights \$50 Lights \$75	No Lights \$100 Lights \$150

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Schedule B - Additional Rates

Anytime the personnel necessary are requested to do any cleanup of facilities or supervision during regular work hours, facility users may be assessed the normal hourly rate for that class of employee.

Custodian: \$30/hour per custodian weekday Paper Products: \$20/day Security Officer: \$160/day per officer

Custodian: \$60/hour per custodian weekend

Auditorium Director: \$25/hour

Auditorium Technician: \$20/hour

A deposit up to 50% of the facility rental charge may be required prior to the event at the discretion of the Director of Buildings and Grounds or Principal. The deposit shall be refunded or applied toward the payment of rental charges.

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Estimate of Fees (Office Use Only)

Category of User:

1. School Affiliated Groups _____
2. Non-School Affiliated Groups
 - a. Griffith Organizations _____
 - b. Non-Griffith Organizations _____
3. Law Enforcement, First Responders, Rescue Groups Training _____

Time of Occupancy: _____ to _____ # of Hours: _____

Charges to User:

FEE	UNIT	RATE	TOTAL
Facility Rental			
Equipment Rental			
Custodian fees			
Security			
Other: _____			
Other: _____			
TOTAL COST			

CFO or Designee _____

Date _____