



Book	Policy Manual
Section	7000 Property
Title	USE OF GENERAL SCHOOL FACILITIES
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**7510 - USE OF GENERAL SCHOOL FACILITIES**

The Lebanon Community School Corporation recognizes that its prime responsibility is for the creation and protection of public facilities to support educational programs as well as school sponsored activities that are needed in the school process.

The Lebanon Community School Corporation believes, whenever possible, its buildings and grounds should be made available, for non-school use with regard to the general welfare of the residents of Center, Perry, and Worth Townships, along with the City of Lebanon. Use of the buildings and grounds shall be for educational, recreational, governmental, civic, and cultural purposes; and must be sponsored by responsible, recognized citizen groups or organizations. User fees will be established by School Board Policy. The use of buildings on Sundays will not start before noon and must end by 9:00 p.m. The use of the buildings Monday through Thursday must end by 10:00 p.m. and on Friday and Saturday must end by 11:00 p.m. The following policy does not apply to the H. B. Wells Community Center.

**Eligible Organizations**

A. Responsible, recognized, citizen groups or organizations are defined as groups having a local administrative presence with the majority of their membership living within the school district.

B. Priority for the use of buildings and grounds shall be as follows:

- Group A** - School District related activities, Classes, School Sports Teams, School Sport Team Camps, L.H.S. Alumni Association, School Clubs/Organizations, Market Day, Alumni Groups, PTA, PTO, On Line Education Organizations, Parent Support Groups, Lebanon Educational Foundation, Boone County Retired Teachers, Indiana Blood Center, Military Organizations, Lebanon Police & Fire Departments, Boone County Sheriff's Department, Boys & Girls Club, Department of Public Parks, July 4th Committee, YMCA, AAU, Swim Club, Boy Scouts, Girl Scouts, 4-H, Red Cross, Little League Baseball, Little League Softball, Travel Teams, Youth Teams (under eighteen (18)), Coaches Clinics, Athletic Clinics, LYSA, Wrestling Club, Special Olympics, Public/Private sponsored athletic tournaments, Individual/Team sports lessons, Post Prom, Private Fine Arts Lessons. The list is not limited to only organizations listed.

Group A will pay a Custodial Fee and/or Grounds Fee anytime a facility is used when an admission or participant fee is charged. Organizations sponsored by Lebanon Community School Corporation will be exempt from facility and custodial fees. Organizations which are exempt from fees will be held responsible for leaving the facility clean and orderly for the next scheduled activity. Failure to leave the facility clean and orderly will result in organization being assessed a fee for cleaning and restoration. The fee will be based on the number of hours facility was used and those hours will be applied to the chart below. The fees are a flat rate per facility and are as follows:

1 hour	\$ 40.00 (flat rate - per facility)
2-3 hours	\$100.00 (flat rate - per facility)
4-6 hours	\$200.00 (flat rate - per facility)
7-9 hours	\$320.00 (flat rate - per facility)
10-12 hours	\$440.00 (flat rate - per facility)
13+ hours	\$520.00 (flat rate - per facility)

Total Facility Charge Not to Exceed \$1000.00 Per Request

- Group B** - Church Youth Groups, Kiwanis, Rotary, Lions Club, Zonta, All Non-School Based Performing Arts Groups, State Government Organizations, City Organizations, County Organizations, Residential Organizations, Lake Park High School, Drum Corp International, Adult Sports Teams (18+). This list is not limited to only organizations listed.
- Group C** - All organizations and groups not included in Groups A & B which includes all for-profit groups. It also includes all groups having no local administrative presence or a majority of their membership is outside the geographic boundaries of Lebanon Community School Corporation.
- Other Groups** - B.A.S.E., Ivy Tech and Department of Public Parks Aquatic Department will work under joint contracts and/or reciprocal agreements. Sports Camp fees will be determined jointly by L.H.S. and L.M.S. Athletic Departments.

All requests for gymnasium space must be arranged with the individual school administrative personnel and the individual school administrator must send the request to the Corporation Facility Director for final approval.

The Superintendent or designee will develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees, which must be approved by the School Board. Such guidelines are to include, but not limited to, the following:

- Each user shall present evidence of the purchase of \$1,000,000 organizational liability insurance naming Lebanon Community School Corporation as an additional insured. In the case of pool usage, current water safety certificates must accompany the request and a currently certified lifeguard must be on duty at all times during the event.

B. Use of school equipment in conjunction with the use of Corporation facilities must be requested specifically in writing, and may be granted by the procedure by which the permission to use the 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 or possession. Where guidelines so specify, no item or equipment may be used except by a qualified school employee.

C. Users shall be liable financially for damage to the facilities.

D. Users shall be responsible for providing their own chaperones.

E. If groups combine for an event, the higher group rate will be charged for rental of the facility.

No liability shall attach to Lebanon Community School Corporation, any employee, officer, or member of Lebanon Community School Corporation specifically as a consequence of permitting access to these facilities.

Concerns about fees being charged to groups are to be addressed to the Administration Center administrator responsible for facility management.

Use of kitchen facilities in any LCSC building must be coordinated with the Food Service Director.

THE SCHOOL CORPORATION SHALL RESERVE THE RIGHT TO APPROVE OR REJECT ANY REQUEST FOR USE OF SCHOOL FACILITIES.

**GENERAL FACILITY FEE SCHEDULE**

	Group A	Group B	Group C
1. LHS/LMS (Main Gym)	See below	\$60.00/hr.	\$85.00/hr.
2. LHS/LMS (Auxiliary Gym)	See below	\$50.00/hr.	\$70.00/hr.
3. All Elementary Gyms	See below	\$45.00/hr.	\$60.00/hr.
4. Natatorium	*See below	\$70.00/hr.	\$105.00/hr.
5. Middle School Symposium Room	See below	\$45.00/hr.	\$60.00/hr.
6. Cafeterias-seating area (no kitchen access)	See below	\$30.00/hr.	\$50.00/hr.
7. Lg. Meeting Room (LHS) or Classroom (all bldgs.)	See below	\$30.00/hr.	\$40.00/hr.
8. Wrestling Room	See below	\$30.00/hr.	N/A
9. Senior High Auditorium w/house lights only/1 microphone	See below	\$55.00/hr.	\$65.00/hr.
10. Senior High Auditorium w/performance lights & sound	See below	\$85.00/hr.	\$85.00/hr. Rehearsal \$135.00/hr. performance
11. Auditorium Sound/Light Board Operator	See below	\$45.00/hr.	\$60.00/hr.
12. Perry Worth, H.B. Stokes & LMS Stages	See below	\$60.00/hr.	\$85.00/hr.
13. Gym Balcony - LHS	See below	\$20.00/hr.	\$25.00/hr.
14. Indoor Batting Cages - LMS & LHS	See below	\$25.00/hr.	\$35.00/hr.
15. Outside Facilities			
Soccer Competition-No Lights	See below	\$70.00/hr.	\$80.00/hr.
Soccer Competition-W/Lights	See below	\$85.00/hr.	\$95.00/hr.
Soccer Practice Field	See below	\$40.00/hr.	\$60.00/hr.
Softball Diamond-No Lights	See below	\$50.00/hr.	\$60.00/hr.
Softball Diamond-W/Lights	See below	\$60.00/hr.	\$70.00/hr.
JV Baseball Diamond-No Lights	See below	\$50.00/hr.	\$60.00/hr.
JV Baseball Diamond-W/Lights	See below	\$60.00/hr.	\$70.00/hr.
Varsity Football Field-No Lights	See below	\$85.00/hr.	\$100.00/hr.
Varsity Football Field-W/Lights	See below	\$105.00/hr.	\$120.00/hr.

	Parking Lot (any building)	See below	\$20.00/hr.	\$30.00/hr.
	Tennis Courts	See below	\$20.00 per ct/4 hrs	\$25.00/hr. per ct/4 hrs
16.	Kitchen Facilities Supervisor-all buildings	\$35.00/hr	\$40.00/hr.	\$60.00/hr.
17.	Auditorium Manager	\$50.00/hr	\$50.00/hr	\$70.00/hr

Group A will pay a Custodial Fee and/or Grounds Fee anytime a facility is used when an admission or participant fee is charged. The fees are a flat rate per facility - See below for rates.

The above schedule for groups B & C does not include custodial/grounds fees. See chart below.

\*Does not include Swim Club

**Custodial/Grounds Fees**

Group A: (Facility Fees)	1 hour	\$ 40 (flat rate-per facility)
Groups B & C: (Custodial Fees)	2-3 hours	\$100 (flat rate-per facility)
	4-6 hours	\$200 (flat rate-per facility)
	7-9 hours	\$320 (flat rate-per facility)
	10-12 hours	\$440 (flat rate-per facility)
	13+ hours	\$520 (flat rate-per facility)

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