

ADMINISTRATIVE GUIDELINE 6000-02

Adoption Date: October 9, 2018, revised October 8, 2024

Legal Ref: 22-14-3-1

Cross Ref: 7000-18, 10000-39

The Superintendent may develop administrative guidelines to implement this policy.

USE OF FACILITIES

Eligible Organizations

1. Local groups, organizations, or teams are defined as those with the most participants living in the WWS District unless otherwise approved by the Superintendent or the Board of School Trustees. Application for facility use must be made in writing.
2. Rental of facilities will be made to responsible citizens representing a group or organization. A responsible citizen is defined as a person at least 21 years of age who is a resident of Washington Township and financially accountable.

Priority For Use of Facilities and Fees:

Group I: Direct School-Related Activities and School-Sponsored Groups

Group I	Rental Fee	Custodial Fee	Utility Fee
E.g. classes, school clubs, extra-curricular activities, employee professional development, BAC/TOTS, band/performing arts, PTO, Education Foundation, Student-Led School Clubs, Alumni Group, WWS Booster Clubs	No Rental Fee	No Custodial Fee	No Utility Fee

*Custodial fees may be charged for events outside normal school hours and will be determined by the Superintendent, his/her designee, and/or Board of School

Trustees.

Group II: Not-for-Profit Community/Youth Organizations

Group II Youth Rental (ALL Westfield Residents)	Rental Fee	Custodial Fee	Utility Fee
E.g., Scouts, Campfire Girls, 4-H Clubs, Youth Athletic Leagues, Westfield Club Sports(WBA, WBC, Rugby, Lacrosse, Youth Swimming, Youth Wrestling, WYSI) Student Impact	No Rental Fee unless admission is charged	A custodial fee is charged for weekend usage or non-school days.	\$15 per user Rosters collected at the end of each rental season

Group II: All other groups	Rental Fee	Custodial Fee	Utility Fee
E.g. police, firemen, city, and township organizations Jaycees, League of Women Voters, Optimists, Chamber of Commerce, and other Community Groups, YMCA	No Rental Fee unless admission is charged	Custodial Fee charged	Utility Fee Charged

*Custodial fees may be charged for events outside normal school hours and will be determined by the Superintendent, his/her designee, and/or Board of School Trustees.

Group III: All other groups

Group	Rental Fee	Custodial Fee	Utility Fee
Private Businesses, Churches, and Citizens of the Community, WYSA/Indy Eleven Academy	Rental Fee charged	Custodial Fee charged	Utility Fee Charged

*Acceptable events will be determined by the Superintendent, his/her designee, and/or the Board of School Trustees.

Shamrock Station

Group	Rental Fee	Custodial Fee	Utility Fee
Group 1	No Fee charged	No Custodial Fee	No Utility Fee
Groups 2, 3	Rental Fee Charged TBD	Custodial Fee Charged	Utility Fee Charge or Roster fee

*Acceptable events will be determined by the Superintendent, his/her designee, and Board of School Trustees.

**This space will have priority rental as determined by the Superintendent, his/her designee, and Board of School Trustees.

Scheduling Priority

Scheduling priority will be given according to the order indicated above with Group I having priority and Group III having last priority. Scheduling will be on a first-come, – first-served basis within a group. A Group I organization may bump a lower priority group with a two-week or greater notification.

1. Rental fees are not charged to any Group I. Rental fees are not charged to any Group II organization unless admission is charged. Group III will pay the rental fees. All rental fees will follow the fee schedule. No custodial fees are charged to Group I. Groups II and III will be charged custodial fees regardless of whether or not they must pay a rental fee. A utility fee will be charged to Groups II, III, and IV.
2. The Superintendent or his or her designee reserves the right to waive or reduce rental fees.
3. Facilities generally are not to be used for commercial or personal gain. The Internal Revenue Service listing of non-profit organizations will be used as a guide. In certain instances where school facilities are uniquely suited to provide services to our youth (e.g. sports camps and youth sports groups), requests for the use of school facilities will be monitored so that the use of schools does not give the sponsor the ability to monopolize a program or service.
4. Should all or any part of the Corporation's community be struck by a disaster, the Board will cooperate with recognized local, State, or Federal agencies, such as the

Red Cross and Civil Defense, in the use of its facilities without charge during extreme emergencies.

5. Public celebrations shall not conflict with the educational day and must have prior approval of the Superintendent or his/her designee. Funerals or weddings shall be scheduled with the permission of the Superintendent or his/her designee.
6. School employees wishing to use any facility for profit for tutoring, lessons, camps, etc., must go through the Student Support Program and have written permission from the building principal and Superintendent. A rental fee may be charged to the employee based on the activity. Employees are bound by the same rules and regulations as stated in this policy. The employee accepts liability and supervision responsibility and may be requested to show proof of appropriate staffing.

Application Procedure

1. All requests should be using the online Application to Rent Facilities form and must be submitted **at least two weeks before use. Facilities usage on a holiday can require extra time for approval and should be submitted as soon as possible.**
2. The Facilities Scheduler will determine the merits of the application, and availability of the facility, and authorize facility rental.
3. The application must state the specific time and the date that the building is to be opened and closed, as well as all equipment to be furnished by the school.
4. All rental and custodial fees will be invoiced and due 15 days from the invoice date. The renter agrees to be responsible for any additional custodial charges incurred or damages caused by the renter's activities. The District reserves the right to turn an unpaid balance over to collections.
5. Permits granted are subject to cancellation at any time by the Board, Superintendent or his/her designee.
6. Holders of permits shall confine their use strictly to the specific area approved and will not be permitted to use any equipment or apparatus unless it is approved on the application.
7. No school building may be used without the presence of a designated school representative.
8. Use of facilities can be denied if the renter is inappropriate to school personnel or representatives in any way.

Insurance and Liability

Any non-school group using a facility must provide a certificate of insurance showing proof of liability insurance for \$2,000,000 property damage per occurrence and

\$2,000,000 bodily injury per occurrence naming WWS as an additional insured on a primary and non-contributory basis. A waiver of subrogation in favor of WWS and its insurers must apply.

The requesting party shall protect and hold harmless any member of the Board or any teacher or other employee of WWS or SSC from loss, injury, or damage to property, provided such member or employee was acting in the discharge of his/her duties. The Westfield Washington Schools must be named as an Additional Insured under the policy on a primary and non-contributory basis with a waiver of subrogation. This form must be presented to the Administration Center upon the application for the facilities.

Rules and Regulations

1. Possession and/or use of alcohol or other controlled substances is not permitted on school property. Use of tobacco and or vaping is prohibited at all times in school buildings and on school grounds.
2. Proper state licensing is required for any fund-raising involving games of chance. Appropriate gaming permits must be turned in before facility rentals are approved
3. The applicant and his/her organization shall be held strictly accountable for complying with the rules and regulations governing the use of school facilities and shall be responsible for damages, losses, or accidents, which might occur while the organization is using the school facility. If proper care is not exercised, the continued use of the facility may be denied.
4. The sponsoring organization must provide adequate supervision and must ensure that parents, students, and visitors use only the areas approved for rental/use. The organization will also provide all necessary supporting personnel such as police, fire, medical personnel, and parking attendants.
5. Persons and/or organizations using WWS facilities will be responsible for providing their emergency medical supplies. WWS encourages all users of school facilities to exercise Universal Precautions and to have the necessary emergency first aid kits issued to their members.
6. A report of any personal injury must be submitted to Mike Hall, hallm@wws.k12.in.us, by the person securing the permit within 24 hours after such injury.
7. Property damage must be reported immediately to the custodian on duty, and an itemized list of any property damage must be submitted to the principal and Mike Hall, hallm@wws.k12.in.us by the person securing the permit with a copy to the Administration Center within 24 hours after any such damage.
8. No signs, displays, or materials may be attached, nailed or otherwise affixed to floors, walls, window glass, woodwork, draperies, stage curtains, grounds, drives, etc., without prior written request and permission. No open flames are to be displayed

or used in the building.

9. No furniture or equipment may be moved from the building without the consent of the principal. Holders of the permit shall confine their use strictly to the specific area of the approved facility, and they will use no equipment or apparatus unless approved on the permit.
10. Equipment, musical instruments, and machines may not be moved or used unless done by authorized personnel. The use of special equipment such as kitchen equipment, public address systems, technology, auditorium equipment, etc. shall be permitted only when operated by employees or other persons authorized by the Superintendent or their representatives.
11. Food and/or drinks shall not be taken into the high school auditorium, dressing rooms, or stage area. Any additional cleaning required due to food and drink being in these areas will be added to the rental fees after the event.
12. Should school officials determine use of an athletic facility (i.e., football field, baseball diamond, soccer field, etc.) by an organization diminishes or compromises the condition of said facility, use by the organization will be denied, or if the use is already in progress, suspended until the facility is ready for use.
13. No group can monopolize more space and time than is needed to meet the needs of the organization.
14. The use of school buildings and grounds on Sundays or legal holidays is discouraged and not permitted without the approval of the Superintendent or his or her designee.
15. Failure to comply with the rules and regulations of WWS will be sufficient reason to cancel future privileges.
16. No group may display product, signage, or printed material that violates the school's corporate sponsorship agreements without permission from the Superintendent or his/her designee.
17. The renter agrees that no professional video recordings, promotional videos, or any video content intended for commercial or promotional use will be created or filmed on the premises of Westfield Washington Schools. Unauthorized recording or filming for such purposes is strictly prohibited.

Safety

The requesting party will be provided a copy of building-specific emergency plans. It is the responsibility of the requesting party to review the emergency plans before hosting an event.

It shall be necessary for some organizations to have police, firemen, and/or

parking attendants. A determination for this requirement shall be made by Westfield Washington School Corporation personnel. If required, the lessee shall procure the police, firemen, and/or parking lot attendants and submit their names and credentials to the director of operations.

Kitchens

1. Approval of the food service director is required before these areas may be used.
2. Kitchen equipment may not be used without personnel from our Food Services Department. Scheduling of kitchen staff must be made through our Food Service Director at (317) 867-8060.
3. All consumable supplies and materials must be provided by the sponsoring organization except soap and detergents.
4. The kitchen personnel fee is to be charged to the sponsoring organization at the rate of \$25.00/hour per employee used during the event. The District reserves the right to require Food Services personnel to be on-site when a kitchen is used.

Auditorium

1. The Auditorium Manager or his/her trained designee will be responsible for assisting all groups in setting up and operating all equipment used in the auditorium.
2. The Auditorium Manager or his/her trained designee will be responsible for technical supervision of all events scheduled in the auditorium.
3. The rate charged for the Auditorium Manager will be \$45/hour. Student personnel assistants will be charged at the rate of \$15.00/hr. This rate is subject to change without notice.
4. No alterations to the orchestra pit may be done without prior written authorization by the Superintendent or his/her designee.
5. A custodian must be present for all events scheduled in the auditorium.
6. Before the event all groups must meet with the Auditorium Manager to go over all event details. Failure to meet with the Auditorium Manager or failure to disclose all aspects of the event could result in the event being canceled.
7. The Auditorium Manager will be in charge of all scheduling for the Auditorium.

Multi-purpose Instructional Facility

1. Scheduling will give preference to groups using the entire facility.

2. Priority for scheduling will follow the policy as stated in the Priority For Use of Facilities and Fees.

SCHEDULE OF FACILITY RENTAL AND CUSTODIAL FEES

Rental Fees shall be as follows:

- A. High School Multipurpose Facility (MPIF) \$100.00/hr. B. High School Gymnasium \$105.00/hr. C. Middle School Gymnasium \$85.00/hr. E. Elementary Gymnasium \$55.00/hr. F. Cafeteria (High School and Middle School) \$100.00/hr. G. Cafeteria (Intermediate and Elementary Schools) \$60.00/hr. H. Multi-purpose Rooms (WIS, Elementary) \$60.00/hr. I. Westfield High School and Westfield Middle School LGI \$60.00/hr. J. Single room in any building (including use of hallways) \$30.00/hr. K. Auditorium \$150.00/hr.
- L. Synthetic Soccer Field (Groups II and III) \$150.00/hr. M. Synthetic Football Field (Groups II and III) \$250.00/hr. N. Outdoor Fields \$25.00/hr. O. Varsity Baseball or Varsity Softball Field \$150.00/hr. P. Field Lights \$25.00/hr. Q. Locker Room \$50.00/hr. R. Team Meeting Room \$50.00/hr. S. Tennis Courts \$15.00/hr/court T. Batting Cages (WHS) \$25.00/hr. U. Batting Cages (WMS) \$10.00/hr. V. Community Rooms \$40/hr. W. Monon Trail Elementary Baseball/Softball Diamond \$100/hr. X. Shamrock Station TBD Y. Utility Cost (HVAC, water, electricity) \$25.00/hr.
- Z. Technology Support Fee (upon request, 1 hour min.) \$50/hr. **Custodial Fee:**

A custodian is required to be on duty for all non-school activities. For most meetings, it will be necessary for the custodian to be on duty before the time the meeting is scheduled to prepare the facilities for use.

The custodian fee is determined annually and payment is required for a minimum of two hours. Effective August 1, 2023, the fee is \$32.00/hr. (The fee is subject to increase without notice.) The flat hourly custodial charge begins ½ hour before the requested building open time and ends one hour after the renting group departs. The extended time frame is for cleaning and set-up for the following school day (restrooms, hallways, entryways, rented rooms).

Multiple Custodians:

The number of custodians required will be determined at the time of rental and provided to the lessee before final approval. No exceptions will be made unless requested at the time of rental.

Roster Fee:

Group II, Not-for-profit community Youth Organizations, will be charged a \$15 per user fee in lieu of a utility fee. Rosters will be requested at the end of each season.

Utility Fees:

To recover some of the utility costs associated with facility usage, organizations in Group II, All Other Groups, and Group III that use school facilities are subject to a utility fee on top of their facility rental bill at the hourly rate of \$25. This fee will cover the cost of electricity, water, HVAC, and consumable items utilized while in the buildings

Technology Support Fee:

If technology support personnel are requested to be present at the event, an additional technology fee of \$50 per hour will be added to the facility rental bill. This fee does not apply if tech support is not requested to attend but is needed on-site to resolve a technology issue related to the event.

Deposits, Payments, and Invoicing:

Once an event has been approved, an estimated invoice can be prepared. Once all times and usage have been confirmed, a final invoice will be sent out following the event.

Payments are due upon receiving the final invoice. WWS reserves the right to turn any group over to collections for non-payment.

Cancellation Policy:

At least two weeks before the event – No charge

Within two weeks of the event – No Charge

24 hours before the event – 50% of the estimated invoice will be due to WWS.

Late Fees:

All invoices are due within 2 weeks of receiving the finalized invoice. A late fee of 10% of the final invoice is charged for payment received after invoice due date.

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.