



Facility Use Procedure

FWCS Partner: Generally, school partners may use the partner school facility at no charge except for custodial expenses. School partners must be approved by a school and the Facilities Department. One of the following questions must be answered affirmatively to be approved.

1. Are FWCS students benefiting from use of the facility and pay no fee (except for uniforms) to participate?
2. Is group from a neighbor facility that provides access to school when needed?
3. Do students of school participate in annual event of the group that occurs at the school and the group just receives facility use for that event?
4. Is the facility use for an annual fundraiser or awareness event for a not-for-profit that supports FWCS students?
5. Does the group continuously provide special assistance to a school's students or administrators?

FWCS Employees: FWCS employees do not receive special treatment in the use of our buildings. An employee that is involved in a group for non-FWCS business that wishes to use our facilities must follow the same guidelines as all other groups.

Employees utilizing school classrooms for music or other lessons for a fee must complete an Application for Facility Use.

A school employee may use their school's gym and weight room for personal casual use if approved by athletic director or principal.

Not Allowed:

- Social functions outside the school program (may be allowed with special permission from principal and Facilities Department)
- Wedding receptions
- Funerals or memorial services, regardless of the sponsoring organization or religious/non-religious nature of the event
- Groups participating in games of chance
- Groups assembling to criticize or express opposition to the form of/or officials of the Government of the United States or the State of Indiana or to express opposition to any race or religious faith
- Groups whose activities would subject the facility to extraordinary stress or increase the hazard of fire
- Groups without a responsible adult of at least 21 years of age
- Alcohol or smoking is not allowed on FWCS premises

Grile Administrative Building: Grile is not available for external groups.

Technology Operator: If available, the school may provide audio/visual equipment to the lessee. The school will determine if an operator is required. The school will arrange for an FWCS approved technology operator. The outside group contracts directly with the operator and pays them separately.

School Tours: School tours must be supervised at all times by a school employee. The employee could be a custodian, teacher or administrator. Tours should be scheduled when a custodian is already on duty. In high schools, weekends tours should be encouraged on Saturday mornings when a custodian is usually on duty. Although there is no fee, an Application for Facility Use should be completed prior to the tour.

Kitchens: Food may not be prepared in kitchens except by or under the supervision of FWCS Nutrition Services employees. An approved Board of Health form must be obtained for carry-in food from the Director of Nutrition Services.

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Sports Camps and Clubs:

No facility use fee if:

- Sports Camps and Clubs fees and expenses run through extracurricular account (fundraiser for school)

Facility use fee applicable if:

- Sports Camps and Clubs fees and expenses run through outside organization

School Participation: A school may receive 90% of the facility use fee if the school is actively involved in the function or fundraiser. An example of involvement could be using school volunteers to staff an event. School participation details should be attached to the Application for Facility Use.

The fee received by the school shall be deposited in the school's General Fund materials and supply account to be used at the principal's discretion to benefit students of the school. The principal must follow the Fund Spending Guide.

Security: The school will determine if security is required. The school will arrange for security with FWCS approved security guards. The outside group contracts directly with the security guard and pays them separately.

Test Site: There is no charge when tests are being given to students. When a site is used to test adults, a facility use charge applies.

Weekend Use: Use of facilities on the weekend is dependent on availability of the building custodians. A custodian must be on duty and there will be a charge including overtime if applicable.

NOTE: FWCS reserves the right to refuse facility rental to any group or individual.