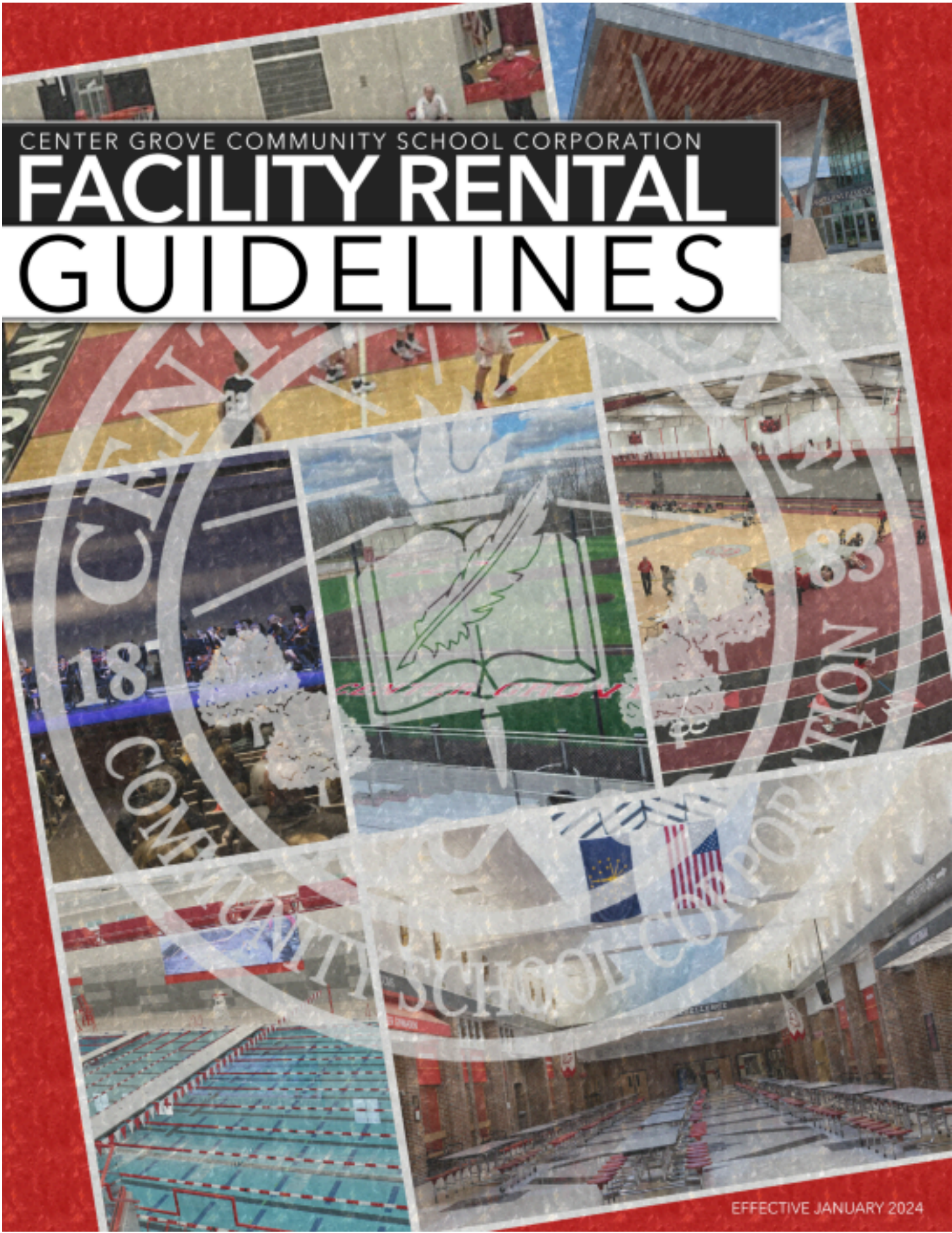




CENTER GROVE COMMUNITY SCHOOL CORPORATION

FACILITY RENTAL GUIDELINES

EFFECTIVE JANUARY 2024

FACILITY RENTAL PROCEDURES

TABLE OF CONTENTS

FACILITY RENTAL CLASSIFICATIONS.....	3
CLASSIFICATION REQUIREMENTS.....	3
GENERAL GUIDELINES.....	4
RENTAL FEE SCHEDULE.....	5
BASE RENTAL FEES FOR SCHOOL FACILITIES.....	5
RENTAL CHARGES FOR ATHLETIC FACILITIES.....	5
CHARGES FOR LABOR COSTS.....	6
CENTER GROVE NATATORIUM RENTAL FEE STRUCTURE.....	7
LANE RENTAL.....	7
NATATORIUM RENTAL.....	7
CHARGES FOR LABOR COSTS.....	7
OTHER FEES.....	7
RULES FOR SCHOOL FACILITY APPLICATION.....	8
APPLICATION TO USE SCHOOL FACILITY.....	9
RULES AND REGULATIONS.....	9
AUDITORIUM RENTAL POLICIES AND PROCEDURES.....	9
RENTAL APPLICATION.....	10
FREQUENTLY ASKED QUESTIONS.....	10

FACILITY RENTAL CLASSIFICATIONS

EFFECTIVE JANUARY 1, 2024

Time	Class 0	Class 1A	Class 1*	Class 2	Class 3**
Weekdays 4:00 p.m.- 6:00 p.m.	No Charge: No Rental Fee No Labor Cost Fee	No Charge: No Rental Fee No Labor Cost Fee	No Charge: No Rental Fee No Labor Cost Fee	Not Available	Not Available
Weekdays 6:00 p.m.- 10:00 p.m.	No Charge: No Rental Fee No Labor Cost Fee	No Charge: No Rental Fee No Labor Cost Fee	No Charge: No Rental Fee No Labor Cost Fee	Rental Fee will be charged Labor Fees will be charged	Rental Fee will be charged Labor Fees will be charged
Saturdays 6:00 a.m.- 10:00 p.m.	No Charge: No Rental Fee No Labor Fee	No Charge: No Rental Fee No Labor Fee	No Charge: No Rental Fee No Labor Fee*	Rental Fee will be charged Labor Fees will be charged	Rental Fee will be charged Labor Fees will be charged
Sundays 6:00 a.m.- 10:00 p.m.	No Charge: No Rental Fee No Labor Fee	No Charge: No Rental Fee No Labor Fee	No Rental Fee Labor Fees will be charged	Rental Fee will be charged Labor Fees will be charged	Rental Fee will be charged Labor Fees will be charged

* Labor Fees will be charged for hours beyond 12 on Saturdays.

** Any organizations that do not fit into Class 1, 2, or 3, may apply for rental and be considered on a case-by-case basis and if approved, placed into Class 3.

CLASSIFICATION REQUIREMENTS

Class 0

- Must be a CGCSC employee, sponsored team, or club conducting school-sponsored events
- Must use CGCSC email to submit an application

Class 1A

- Must be a CGCSC Teacher, Coach, or Sponsor reserving space for parent group or booster-sponsored camp or event.
- Must provide Certificate of Insurance
- Must use CGCSC email to submit an application

Class 1*

- Must be an organization that consists primarily of Center Grove parents, organized to support Center Grove students with the approval of the Superintendent (Example: PTOs and parent booster clubs with a direct connection to CGCSC)
- Must provide Certificate of Insurance
- Must provide proof of non-profit status (501C3 documentation)
- Must be located in White River Township

Class 2

- Must be a non-profit organization
- Must be based in White River Township
- Must provide a Certificate of Insurance
- Must provide proof of non-profit status (501C3 documentation)

Class 3**

- Must be a for-profit organization
- Must provide a certificate of Insurance
- Must be located in White River Township

** Any organizations that do not fit into Class 1, 2, or 3, may apply for rental and be considered on a case-by-case basis and if approved, placed into Class 3.

GENERAL GUIDELINES

- Eligible renters include local non-profit groups or organizations that serve Center Grove students or have a majority of their membership residing within White River Township and for-profit groups or organizations that are based in White River Township.
- The group representative must be at least twenty-one (21) years of age, a resident of White River Township, and financially responsible. These eligibility requirements may be waived by the Superintendent.
- Facilities are not available for rent to non-public schools, homeschools/homeschool co-ops, or individuals for events such as parties, receptions, or funerals.
- Facility rental requests may be made up to 6 months in advance of an event.
- Any day in which the building is closed (holidays and summer shut-down) will be treated as a Sunday.
- No rentals will be allowed during the following times, without prior authorization:
 - Before or during the regular school day for students
 - During the summer moratorium (usually the last week of June and the first week of July)
 - Any day after 10:00 pm
- There will be a \$300.00 charge for snow removal by school corporation for Classes 2 and 3.
- The building principal with the Assistant Director of Maintenance and Chief of Police or designee shall determine the necessity and number of custodians, police officers, or other staff. Refer to the [Charges for Labor Costs](#) for staff rates.
- The building principal shall determine those situations in which a security deposit may be required. The deposit will be 50% of projected expenses and will be non-refundable within 60 days of the rental.
- A building principal may deny rental of a facility due to lack of staffing or other special situations that impact the requested rental period.
- Tutoring: Board policy #2424 provides guidance for the tutoring of students by corporation employees:
 - It will require the approval of the Principal or the Superintendent.
 - It may not occur during the employee's work day.
 - It must occur during normal weekday hours.
- Employee-directed, run, and operated summer camps must be approved each year by the CGCSC Board of School Trustees. Generally, there will be no rental charge for these camps, except in special circumstances as recommended by the Superintendent.
- The Superintendent is authorized to make special arrangements for groups that rent our facilities on a regular recurring basis each year and/or do not fit the requirements for facility rental
- Charges may be waived or adjusted by the Superintendent.

RENTAL FEE SCHEDULE

BASE RENTAL FEES FOR SCHOOL FACILITIES

CLASS	ELEMENTARY/MIDDLE SCHOOLS	CENTER GROVE HIGH SCHOOL
CLASS 0, 1, 1A	No Rental Fee	No Rental Fee
CLASS 2	Base Rental Fee as outlined below	Base Rental Fee as outlined below
CLASS 3	\$100 + Base Rental Fee	\$250 + Base Rental Fee

The charges provided below are the base rental fees and apply once per event (per day, not per hour). This charge does not include any labor costs. **Labor costs will be added** for supervision, clean-up, security, scoreboard, etc. The building principal/designee shall determine the labor required for the event.

ELEMENTARY/MIDDLE SCHOOLS	
MS Gyms	\$250.00
EL Gyms	\$100.00
Cafeteria	\$100.00
LGI Room	\$60.00
Media Center	\$80.00
Outside space	\$20.00

CENTER GROVE HIGH SCHOOL			
Auditorium	\$1,000.00	Vandermeer Center	\$1,000.00
Cafeteria**	\$300.00	Vandermeer-Upper East	\$250.00
LGI Rm.	\$350.00	Vandermeer-Upper West	\$250.00
Conference Rm.	\$150.00	West Gymnasium	\$500.00
Hall of Excellence	\$300.00	SAC Basketball Courts*	\$250.00/each
Media Center	\$300.00	SAC (Entire Facility w/Track)*	\$1,000.00
Natatorium	See pg. 5		

Fees for other spaces not listed will be developed on an as-needed basis and added to [ML Schedules](#).

* No food or drink (other than water) is allowed inside the SAC.

** Use of the cafeteria does not include the kitchen. The kitchen space must be requested separately with arrangements made for a ServSafe-certified staff member to be on-site at all times.

Note: The above rates apply once per event (per day, not per hour).

RENTAL CHARGES FOR ATHLETIC FACILITIES

The charges provided below are the base rental fees and apply once per event (per day, not per hour). This charge does not include any labor costs. **Labor costs will be added** for supervision, clean-up, security, scoreboard, etc. The building principal/designee shall determine the labor required for the event.

The use of grass fields is subject to approval by the Athletic Director.

Fees for other fields not listed will be developed on an as-needed basis.

- Varsity/JV Soccer Field: \$1,000.00/\$500.00
- Varsity/JV Baseball Diamond: * \$1,000.00/\$500.00
- Varsity Football Field/Track: * \$1,500.00
- JV Turf Football Field: \$250.00
- Varsity/JV Softball Diamond: * \$1,000.00/\$500.00
- HS Tennis Courts: \$100.00 per hour, per court; \$1,000.00 for whole facility
- Middle School Football Field/Track: \$1,000.00

* Use of lights will be charged at \$50.00 per hour.

Note: The CGHS Hitting Facility will not be available for rental.

CHARGES FOR LABOR COSTS

Rates are calculated from the time staff arrives to open the facility for the event to the time they depart after fulfilling their responsibilities. This includes the time required to shut down and store equipment, clean, and secure the facility once all participants have vacated the building. Auditorium rental will require additional charges for sound/lighting technicians.

If it is necessary to call security, the Police Officer rate will be charged, with a 2-hour minimum.

If additional cleanup is necessary because of the use of food, the Custodial rate will be charged for this cleanup, with a 2-hour minimum.

EMPLOYEE(S)	HOURLY RATE
Custodians	\$35.00
Auditorium Manager	\$50.00 (10-hour minimum/day)
Sound/Lighting Student Workers	\$20.00 (10-hour minimum/day)
Food Service Workers	\$35.00
Event Facility Supervisor	\$50.00
Police Officers	\$75.00

CENTER GROVE NATATORIUM RENTAL FEE STRUCTURE

LANE RENTAL

Lane rentals must occur within pool operation hours. There is a 3-lane minimum to rent. Rental does NOT include a lifeguard. The lifeguard fee is \$20/hr. One lifeguard is required for up to 5 rental lanes. Two lifeguards are required if more than 5 lanes are rented.

- Short Course (25Y) \$10.00/lane per hour
- Long Course (50M) \$20.00/lane per hour

NATATORIUM RENTAL

- Facility: \$200.00/hr.
 - includes classroom space, lobby, locker rooms, spectator area, and entire competition pool ◦ will be billed for water time plus ½ hour prior and ½ hour post
 - access to Student Activity Center is a separate fee

CHARGES FOR LABOR COSTS

Personnel (must be CG personnel unless approved by Aquatics Director)

- Aquatics Director - \$50.00/hr.
- Pool Supervisor* - \$30.00/hr.
- Timing System Operator - \$25.00/hr.
- Computer Operator - \$25.00/hr.
- Diving System Operator - \$25.00/hr.
- Announcer - \$25.00/hr.
- Scoreboard Graphics** - \$45.00/hr.
- Lifeguard - \$20.00/hr.
- Custodian - \$35.00/hr.
- Security - \$50.00/hr.

* Pool Supervisor is utilized as a back-up to Aquatics Director

** Scoreboard Graphics is an optional position if you would like the CG scoreboard to reflect your meet logo, team logos, special announcements, and other personal design choices.

OTHER FEES

- Timing Equipment: \$250.00/half day (1-4 hours); \$500.00/full day
 - Includes Daktronics touchpad and two back-up buttons per lane, Daktronics reaction pads, stopwatches, wireless diving judge controllers, laptop with Meet Manager w/ Meet Mobile and Omni Diving, OMNISPORT 2000 controller, PA system
 - Pricing is per system. If you are running 2 competition pools in which 2 timing systems are required, then you will be billed for 2 systems.
- Printing/Copying Heat Sheets: \$25.00/session

CENTER GROVE COMMUNITY SCHOOL CORPORATION

RULES FOR SCHOOL FACILITY APPLICATION

1. The use of all school facilities for any purpose whatsoever shall be cleared through and approved by the building Principal. The Principal may give priority to school programs over outside groups.
2. The use of the facility will be strictly confined to areas designated or included in the application. The organization making the application will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the school custodian or representative of the school system on duty shall have immediate authority in any matter covering the use of the facility. Failure to comply with these rules and regulations will be sufficient reason to cancel future privileges of school facilities.
3. The use of the building is subject to the availability of custodians, security officers, or other appropriate supervisory staff.
4. All applications approved by the building Principal are subject to cancellation with or without due notice for any reason.
5. Gambling, the use of tobacco, alcohol, or illegal substances on school property is strictly prohibited.
6. No furniture or equipment shall be used or moved without express approval on the application or consent of the building Principal.
7. The use of special equipment such as stage lighting, cafeteria equipment, curtains, goals, bleachers, etc. shall be permitted only when operated by school employees or other persons authorized by the building Principal or his/her representative.
8. No signs, displays, or other materials may be located on school property unless specifically noted on the application.
9. It shall be the responsibility of the organization renting the facility to provide the building Principal with a certificate of insurance naming the Center Grove Community School Corporation as an additional insured in the amount of \$100,000 per person and \$300,000 per occurrence. This will be requested of all groups but is only required of groups that are not "authorized groups." If you do not know if you are an authorized group, please contact the school district business office.
10. It shall be the responsibility of the organization renting the facility to obtain any and all permits of approval necessary for the state and/or local agency pertinent to the event.
11. All applicants for the use of district facilities shall hold the Center Grove Community School Corporation free and without harm from any loss or damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use of occupancy of district facilities, the amount of damage shall be determined by the Board of School Trustees and a bill for the amount of damages will be presented to the organization using or occupying the facilities during the time the loss or damage was sustained.

CENTER GROVE COMMUNITY SCHOOL CORPORATION
APPLICATION TO USE SCHOOL FACILITY

RULES AND REGULATIONS

The application organization agrees to abide by the following rules:

1. All directions of the school supervisor must be followed.
2. Pay for all damages to the facility or property caused by your negligence.
3. No smoking or drinking will be permitted in the facility.
4. No unsupervised minors will be on the premises.
5. Relinquish the facility at any time if a school function is scheduled for the time you have requested.
6. Confine your group to the area of the building scheduled for your use.
7. The school's policy on fuel conservation will be followed.
8. All policies of the school corporation will be followed.
9. Applicants are responsible for general clean-up.
10. Use of gym is interpreted to mean gym facility only; players are expected to stay in the vicinity of the gym.

AUDITORIUM RENTAL POLICIES AND PROCEDURES

1. Rental of the auditorium includes the following areas:
 - a. Audience Seating
 - b. Performance Stage
 - c. Backstage Spaces
 - d. Green Room
2. Rental does NOT include the following areas:
 - a. Upstairs Control Booth
 - b. Costume Storage
 - c. Scene Shop
 - d. Theater Storage

* Use of these areas requires additional approval and coordination. Please contact the CGHS Auditorium manager to begin that process. The auditorium manager will assist in contacting the appropriate managing individuals. Use of these spaces is not guaranteed.
3. Food and Beverages
 - a. Performers and crew are allowed to have bottled water **ONLY** in all auditorium rental areas. This includes but is not limited to backstage, green rooms, and sound booth. All food and other beverages must remain in the cafeteria, if rented, or the Hall of Excellence. Snack stations can be set up in the hallways outside the green room, but snacks may not be taken into the green room at any time.
 - b. No food or drinks of any kind may be taken into the auditorium by the audience. Concessions may be sold during events but must be consumed in the hall of excellence before re-entering the auditorium.
4. Meals: 4a and 4b apply to all workdays, rehearsals, performances, and event dates.
 - a. Production crew must be given a 15-minute break every 3 hours.
 - b. Production crew must be allowed a meal break within 5 hours after call time (time production staff must be on location). If the event is providing a meal, the meal break must be a minimum of 30 minutes. If the event is not providing the meal, production staff must be allowed a minimum of 1 hour for a walkaway.
5. Any group using the stage is responsible for doing a sweep of the stage at the conclusion of their event/strike. Large brooms are located backstage left. Similarly, any group that uses the green rooms must sweep the floors and wipe down counter tops at the conclusion of their event.

Any infraction of the above rules shall be reported to the building principal by the supervisor and the above organization will forfeit all rights to use the facility in the future.

RENTAL APPLICATION

Prospective renters must complete an online facility rental application. Application instructions and a link to apply are available on our website at www.centergrove.k12.in.us/facilityrental.

FREQUENTLY ASKED QUESTIONS

Q. Does CGCSC rent to individuals for private events?

A. The guidelines state: “Eligible renters include local groups or organizations....” and also “Facilities are not available for rent to individuals...”

Q. Does CGCSC rent to for-profit organizations?

A. For-profit organizations fall into Class 3 and will be expected to pay rental fees and labor costs.

Q. Does CGCSC rent to churches?

A. There are special provisions in Board Policy #7510 that apply to religious organizations. Any signage must be used on the day of the service only.

Q. Does CGCSC rent to local government agencies (city, county, etc.)?

A. Past practice has been to charge them whatever our costs are. Typically, this means charging them for a custodian.

Q. Does CGCSC rent to community preschools (whose students will become our students in the future)?

A. Preschools would be treated just like any other profit-making organization. They would fall into Class 3 and would be expected to pay rental fees and labor costs.