

# **MUNCIE COMMUNITY SCHOOLS PERMIT TO USE SCHOOL FACILITY**

MCS Service Center 1601 E. 26<sup>th</sup> Street Muncie, IN 47302 Telephone- 765-747-5232

Name of Organization	
Facility Requested	
Specific Room(s) Requested	
Intended Use	
Event Date(s)	
Day(s) of the Week	
Time Building Opens	
Time Program Begins	
Rehearsal Date(s)	
Day(s) of the Week	
Time Building Opens	
Time Rehearsal Begins	
Time Rehearsal Ends	
Number of Participants Expected	
Admission Fee	
Will Refreshments or Food be Served	No <input type="checkbox"/> Yes <input type="checkbox"/>
Use of Kitchen Equipment	No <input type="checkbox"/> Yes <input type="checkbox"/>

**School Personnel provide basic access to the facility.** Labor is not provided or available  
Type in the space provided to indicate personnel and equipment needed See the rates in the Rental  
Fee Schedule Table. Rates includes fixed charges and fringe benefits

<b>Personnel</b>	<b>Number Needed</b>
Auditorium Manager	
Auditorium Worker	
Gym Supervisor	
Kitchen Supervisor	
Custodian	
Pool Supervisor	
Lifeguard	
Security	
Other	

Special Equipment Needs, list below:

NOTE: Equipment that is not listed on this permit will not be made available on the day of the rental.

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I have read and understand the rules and regulations of the board of school trustees governing the use of these facilities as listed here and on the accompanying pages. The group that I represent and I agree to strictly observe these rules and regulations, and to be responsible for any damage to school property and/or any legal liability as well as supervising the behavior of all of our participants while using the facility.

Name of Requestor	
Title	
Email Address	
Telephone Number	
Street Address	
City and State	
Zip Code	

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### **DO NOT WRITE BELOW THIS LINE**

\$\_\_\_\_\_ Fee Fees must be paid at the Service Center at least seven (7) business days prior to the event. Payment may be made by certified check, cashier's check or money order, payable to the Muncie Community Schools. PERSONAL CHECKS WILL NOT BE ACCEPTED. FAILURE TO MAKE PAYMENT ON TIME WILL VOID THE PERMIT

Fee paid \_\_\_\_\_

Permit approved in accordance with the rules and regulations of THE BOARD OF SCHOOL TRUSTEES.

Liability Insurance Required (yes or no) \_\_\_\_\_ **if already on file, coverage through** \_\_\_\_\_

**Certificate of Insurance must be presented to the Facility Center office at least 2 weeks prior to the event.**

	Building Administrator	Date	Rental Coordinator	Date
<b>Send Copies To:</b>	Applicant	Custodian/ Facility Management	Business Office	
	Building Administrator	Security	Food Service	

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## **FACILITIES FEE ASSESSMENTS**

### **SCHOOL AFFILIATED GROUPS**

Includes, but is not limited to, school related activities, recreation and intramural programs, school recognized clubs, parent organizations, professional education organizations, non-certified employee organizations, scout groups sponsored by school parent organizations, etc. There shall be no assessment of rental charges.

- A. Custodial services will be provided without charge during regular working hours, as long as extra work is not required.
- B. Other custodial labor costs will be billed to the sponsoring group for each hour or fractional part thereof at the overtime rate.

### **NON-SCHOOL AFFILIATED GROUPS**

Including, but not limited to, civic, governmental, neighborhood and social organizations, colleges and universities, YMCA, YWCA, churches, non-public schools, 4H, AAU, etc. **Cost recovery fees will** be assessed if rental fees are waived.

- A. Rental charges and/or custodial fees may be charged.
- B. Custodial services will be provided without charge during regular working hours, as long as extra work is not required. Other custodial labor costs will be billed to the sponsoring group for each hour or fractional part thereof at the overtime rate.

### **NON-SCHOOL GROUPS THAT CHARGE FEES TO PARTICIPATE**

Groups that charge a fee or tuition in order to participate in an activity on Muncie Community Schools property will be assessed the rental fees listed below regardless of the time or day of the event.

### **OUT OF TOWN AND COMMERCIAL ORGANIZATIONS**

Rental Charges and Custodial Fees will be charged.

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## RENTAL FEE SCHEDULE

Building and Personnel	Base Hourly Rate	Out of Town or Commercial (for Profit)	Non-School Affiliated Group Recovery Costs	Office Use Only
Muncie Field House	\$220/hr.	\$330/hr.	\$110/hr.	\$
School Auditoriums #	55	110	28	\$
High School Gymnasium	28	55	15	\$
Middle School Gymnasium	22	44	11	\$
Elementary School Gym	17	33	9	\$
HS/MS Swimming Pool	39	70	20	\$
Student Centers	55	110	29	\$
General Classroom	17	33	9	\$
Cafeterias	39	77	20	\$
High School Track & Field	110	220	55	\$
Other Athletic Fields	22	44	11	\$
Auditorium Manager	36	36	36	\$
Auditorium Worker	14	14	14	\$
Gym Supervisor	15	15	15	\$
Kitchen Supervisor	26	26	26	\$
Custodian	36	36	36	\$
Pool Supervisor	16	16	16	\$
Lifeguard	15.50	15.50	15.50	\$
Security	25	25	25	\$
Other				

# Auditorium *approximate* seating capacity: Central 1188, Southside 838, Northside 806

Charges	Amount
<b>Employee Fees</b>	\$
<b>Facility Fees</b>	\$
<b>Total</b>	\$

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## CONDITIONS FOR THE USE OF SCHOOL FACILITIES

The Muncie Community Schools Board of School Trustees is interested in the positive utilization of school facilities for the health and enjoyment of all who participate; however, school authorities must also be concerned about the care of school property and the types of activities which are carried out in our school facilities. School facilities are available as a privilege, not a right. In order to offer this service to the community, it is necessary to have rental fees. When rental charges are waived cost recovery fees will be accessed for the use of the facility.

1. All permit applications shall be made to the appropriate facility administrator. Final approval will be granted by corporate administrative representatives of the Board of School Trustees.
2. Rental of buildings shall not be made, nor use of buildings permitted, which will interfere with regular school programs, extra-curricular programs, or extended day programs.
3. The Board of School Trustees reserves the right to reject any application for the use of school buildings and grounds.
4. The Board of School Trustees reserves the right to cancel the use of any school facility at any time. When a school is closed for any reason, the rental is automatically cancelled. The Muncie Community Schools is not liable for any damages, direct or consequential, if the facilities agreed upon are not made available. In this instance the applicant's fees will be refunded.
5. The insurance carried by the Muncie Community Schools does not protect the applicant from damages, suits, proceedings, actions, claims, demands, costs or expenses that might be levied against them.
6. The Board of School Trustees and its employees shall not be responsible for damage to or loss of property upon school premises sustained by the applicant/participant in a program or patron of any program held on school property.
7. The Board of School Trustees reserves the right to make special arrangements for the use of school facilities by other governmental agencies. The regular fee schedule may be altered to accommodate such an agency.
8. Rental and all other fees are to be paid at the MCS Service Center by certified check, cashier's check or money order made out to the Muncie Community Schools. Payment is to be made within seven business days PRIOR to the event. School building representatives are not permitted to collect fees. All fees must be paid at the Service Center. **Personal Checks are not accepted,**
9. A school custodian and/or other appointed representatives of the school must be on the premises at all times.
10. The use of the building will be strictly confined to areas designated or included in the permit. The applicant and his/her organization will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. If there is a question concerning the rental, the school custodian or other representatives of the school system 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 privileges for use of school facilities.

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11. In accordance with the Delaware County Ordinance 2006-004 and School Board Policy, smoking or the use of tobacco products is prohibited in or on the premises of any MCS building or facility. Only fire-resistant decorations can be used with no open candles or flames of any kind.
12. The individual or organization using the building shall be responsible for the care of school property and the conduct of the participants and spectators. The use of obscene or profane language, tobacco, liquor or drugs is prohibited on the facility premises. In addition, firearms, weapons of any kind and animals are prohibited in school facilities or grounds.
13. If the nature of the event demands special security (police/fire/EMS), any expense involved is the obligation of the renting organization. The Muncie Community Schools reserves the right to require security protection be provided. The number of security officers or other personnel will be determined by school and/or corporate administration.
14. No furniture or equipment (including pianos, stage equipment, audio-visual equipment, tables or chairs) shall be used or moved without approval on the permit or consent of the school principal or facility administrator.
15. The use of special equipment such as stage lighting, scenery, curtains, projectors, public address systems, bleachers, etc. shall be permitted only when operated by school employees or other persons authorized by school officials. A fee may be charged for use of special equipment.
16. No signs, displays or other materials may be attached to or nailed against the walls, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc., without expressed approval on the permit or consent of the school principal or facility administrator.
17. All concession rights are reserved for the school corporation unless otherwise stipulated.
18. When school kitchens are used, the kitchen supervisor or designee must be present and shall have general supervision of all kitchen equipment.
19. The applicant or renting organization may not sublet the facility under any conditions.
20. Cancellation of any scheduled event must take place far enough in advance of the event for the school office to notify all concerned personnel. Failure to meet this condition will result in the applicant being charged for one hour of work for each worker/supervisor assigned to the event.
21. Electrical wiring is not permitted without the specific approval of the MCS Business Office. Any approved alterations and/or additions must be installed by Muncie Community School electricians.
22. Applicants assume all liability and cost of damages which may arise while using the school facility.
23. The ending time listed on the rental application is the time for leaving the building (e.g., rental time 7:00-9:00 p.m.: the group must be out of the building by 9:00 p.m.). The necessary time for dressing and/or showers must be calculated in the ending time so that everyone is out of the building at the designated time on the permit. Failure to observe the established time limits will increase the rental costs.
24. Swimming pool rentals will require one (1) certified lifeguard for each twenty (20) swimmers.

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25. Failure to observe these rules will result in suspension of the use privilege.
26. Muncie Community Schools' personnel provide basic access and/or operate our equipment. Labor and/or supervision of the group's participants is not included or available as part of the use permit.

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## **CONDITIONS AND RULES FOR THE USE OF TRACK AND FIELD FACILITIES**

All group members are subject to all items listed under "**CONDITIONS FOR THE USE OF FACILITIES**" in addition to the items listed below.

The following rules apply to all groups using the track at Southside Middle School, Central High School (Ball Recreational Field) and Northside Middle School:

1. No vehicles, including bicycles, are allowed on the track surface. Turning, starting and stopping will damage the track's surface.
2. Muncie Community Schools authorized maintenance vehicles may cross the track only after placing a protective covering on the track's surface.
3. RUNNERS will not wear spikes that are longer than 1/8<sup>th</sup> of an inch (pyramid or pin). Not only will it damage the surface, spikes over 1/8<sup>th</sup> of an inch in length will hinder athletic performance. Care needs to be taken to monitor the length of spikes used by visiting athletic teams.
4. There must be a protective mat placed on top of the track's surface where football players or other athletes cross the track.
5. In order for Cheerleaders to perform on the track a protective mat must be placed over the track's surface. Twisting movements will wear the track's surface and lane lines.
6. The track will be kept clean of dirt and debris. Dirt and debris act like sandpaper on the track surface.
7. Joggers are prohibited from using lanes #1 & #2. For measuring distance use lane #3, it is 1/4 mile long.

**NOTE:** The condition of the track must be maintained for the use by the students of the Muncie Community Schools. Use of the track, football field or other adjacent facilities by a group that is not part of the Muncie Community Schools and which does not comply with these rules, may be asked to leave immediately and will forfeit future privileges to rent the facility and will be responsible for all fees assessed for use of the facility.