

Policy 7510 - Use of School Facilities

Purpose

The School Board supports the use of school facilities as a community resource. School buildings, grounds, and athletic facilities may be used for approved community purposes when such use does not interfere with the educational program, student activities, daily operations, or the safety and security of students and staff. The Corporation always retains first priority and first claim to the use of its facilities. *This policy replaces and supersedes all previous versions of Policy 7510 and all former administrative guidelines or procedures related to facility use.*

Section A. Priorities for Use

Facility use shall be approved in the following priority order:

1. School sponsored activities
2. Child care programs operating under state requirements
3. Youth serving community organizations
4. Employee associations
5. Elections and voter registration
6. Local governmental agencies
7. Commercial or for-profit entities and individuals
8. Community groups for civic, charitable, educational, religious, or recreational purposes

The Corporation may cancel or modify an approved reservation if a facility is needed for school purposes or if safety or operational concerns arise.

Section B. Eligible and Prohibited Uses

Eligible Uses

Allowed uses include: educational, civic, charitable, cultural, governmental, recreational, or religious purposes.

Prohibited Uses

Prohibited uses include: - Private social events (weddings, birthday parties) - Activities involving alcohol, controlled substances, or illegal gambling - Events that risk damage to facilities - Events conflicting with school programs

Section C. Application and Approval Process

Applications must include facility details, date and time, purpose, expected attendance, responsible party, equipment needs, and **proof of insurance**.

Applications are reviewed by the Facilities Director and building principal. Final approval is granted by the Superintendent or designee.

Section D. Conditions of Use

Users must:

- Maintain orderly behavior and supervision
- Follow all safety and conduct expectations
- Pay for damages
- Comply with restrictions on tobacco, alcohol, drugs, decorations, equipment, custodial services, and building access

Section E. Fees and Fee Exemptions

Rental fees are based on a Board approved schedule.

Exempt from rental fees: school sponsored events and nonprofit community groups listed in priority categories. **Commercial users must pay all associated rental and staff costs.**

Section F. Insurance and Liability

Non-school users must provide liability insurance naming the Corporation as an additional insured. **Users must indemnify the Corporation and are financially responsible for damages.**

Section G. Emergency Use

Facilities may be used at no charge for emergency shelter or community disaster response.

Section H. Implementation

The Superintendent may issue forms, procedures, and updated fee schedules consistent with this policy.

Charles A. Beard Memorial School Corporation Facility Use Request Form

Organization Name: _____

Nonprofit? (Yes/No): _____ If yes, EIN: _____

Primary Contact Person: _____

Phone: _____ Email: _____

Event Name/Purpose: _____

Requested Facility/Room(s): _____

Date(s) Requested: _____

Start Time: _____ End Time: _____ Expected Attendance: _____

Will admission or participation fees be charged? ☐ Yes ☐ No

Equipment Needs

☐ Chairs - Number of chairs: _____

☐ Tables - Number of tables: _____

☐ Audio system

☐ Projector/Technology

☐ Gym equipment

☐ Other: _____

*Custodial Services Required?

☐ Yes ☐ No

*Kitchen Facilities Requested?

☐ Yes ☐ No

Insurance Carrier: _____

Policy Number: _____

Certificate of Insurance Attached? ☐ Yes ☐ No

Hold Harmless Agreement

I agree to indemnify and hold harmless the Charles A. Beard Memorial School Corporation for any claims, injuries, or damages arising from the use of facilities.

Signature: _____ Date: _____

Updated Fee Schedule

Facility Categories

- **Category A – No Rental Fee (staff costs still apply):** School sponsored events - Nonprofit youth serving organizations - Elections - Governmental agencies
- **Category B – Standard Rental Fee:** Community groups not qualifying for Category A
- **Category C – Commercial/For Profit:** Businesses, private entities, and individuals offering paid services

Indoor Facility Fees

- **Auditorium** – Category B: \$75 per hour – Category C: \$150 per hour
 - Technician (if required): \$35 per hour
- **Classrooms** – Category B: \$20 per hour - Category C: \$35 per hour
- **Libraries/Media Centers** - Category B: \$25 per hour - Category C: \$40 per hour
- **Gymnasiums (KIS/KES)** - Category B: \$40 per hour - Category C: \$75 per hour
- **High School Gymnasium** - Category B: \$60 per hour - Category C: \$120 per hour
- **Cafeteria** - Category B: \$30 per hour - Category C: \$60 per hour
- **Kitchen Use** – (*Requires food service staff*) **Rental:** \$50 flat fee
 - *Required food service staff* (billed at \$30 per hour)

Outdoor Facilities

Baseball/Softball Fields - Category B: \$25 per hour or \$150 per day
- Category C: \$50 per hour or \$250 per day

Football/Track/Turf Area - Category B: \$75 per hour - Category C: \$150 per hour

Staff Costs (All Users When Required)

Custodian: \$30 per hour

Food Service Staff: \$30 per hour

Technology Staff: \$35 per hour

Security/Police (if required): Actual cost billed

Equipment Fees

Audio/PA System: \$25 per event

Projector/Technology: \$20 per event