

## **BUILDING & GROUNDS USE**

### **REGULATIONS**

1. Renters must confine activities to areas requested and park in designated areas only.
2. Renters must provide adequate adult supervision.
3. Supervisors must arrive and report to the custodian before the scheduled starting time of the activity and remain until all persons have left school premises.
4. Renters will be charged for all clean-up costs.
5. ALL VERMILION FACILITIES ARE DESIGNATED AS “**SMOKE FREE**”. This means smoking, or use of any tobacco products, are prohibited inside any of our buildings OR outside on any school property. *APPLICANTS ARE EXPECTED TO CONVEY THIS INFORMATION TO ALL MEMBERS OF THEIR GROUP AND MAKE CERTAIN THAT EVERYONE ABIDES BY THIS RULE. Failure to do so may result in the loss of privilege to use our facilities.*
6. **ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS ARE PROHIBITED** in or on any Board of Education owned building or property.
7. Buildings and grounds are to be used only for those activities for which the facilities are designed and intended.
8. Technicians will be assigned when stage equipment and lighting is to be used.
9. A food service worker will be assigned when a kitchen is requested. Cost will be the responsibility of the renter. The kitchen will be locked unless requested.
10. This form must be acknowledged and fully authorized by the building principal and the central office and on file at least one full working day prior to the activity.
11. This acknowledgment is valid for one school year only. A new application must be submitted annually.
12. The Superintendent is authorized to waive rental fees for qualified non-profit organizations (Policy 7510).

IMPORTANT NOTICE: All renters are responsible for accident and liability insurance coverage. The Board of Education will not assume any responsibility for the coverage of the activity, or the people involved. The applicant signing this form agrees to indemnify and HOLD HARMLESS the Vermilion Board of Education and their agents and employees from all liability, claims, demands, damages, and/or costs for or arising out of the activity named on this form, whether it be caused by the negligence of indemnitor or Vermilion Board of Education or either party's agents or employees, or otherwise.

**The renter must provide the district with a Certificate of Liability Insurance in the amount of \$1,000,000.00 showing the Vermilion Local School District as a certificate holder.**

## **RULES GOVERNING USE OF BUILDINGS AND GROUNDS**

1. A district representative must always be present when buildings are in use, and a maintenance person must be present when the stadium is in use.
2. The grounds, buildings and equipment must be given good care. Damage done beyond normal wear will be charged to the renting organization.
3. Renting organizations are expected to be out of the buildings one hour before the close of the custodial shift unless special arrangements are made at the time of application.
4. No unauthorized method for obtaining funds, including any form of gambling, is permitted in District buildings or on district grounds.
5. School activities will take preference over all other activities.
6. The school administration reserves the right to assign security personnel for special activities.

### **FEE FOR USE OF DISTRICT BUILDINGS**

A schedule of fees for the use of District facilities is determined annually.

**When a custodian is not assigned for regular duty such as Saturdays, Sundays or after hours, the cost will be \$40 per hour for building and grounds use on Saturdays or after hours, and \$52 per hour for use on Sundays, regardless of group type.**

### **Group Types 1-6**

1. (A) High school organizations approved by the Vermilion Board of Education. (i.e. academic, athletic, extracurricular and approved associated booster/support groups)  
(B) Middle School and Elementary Board of Education sponsored organizations.  
(C) Employees of the Board who wish to use school facilities for personally supervised activities.
2. Non-profit organizations located within the school District comprised primarily of Vermilion School District residents.
3. Non-profit organizations located outside of the Vermilion School District
4. Profit-making organizations located within the Vermilion School District
5. Profit-making organizations located outside the Vermilion School District.
6. All request for use of personal or family events such as birthday parties, wedding receptions, family reunions, etc.

### **LOCATION AND HOURLY RATE SCHEDULE FOR ABOVE GROUPS**

|                                   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> |
|-----------------------------------|----------|----------|----------|----------|----------|----------|
| Auditorium -VHS                   | N/C      | N/C      | \$40     | \$70     | \$100    | \$200    |
| Main Gym- VHS/SMS/VES/Field House | N/C      | N/C      | \$50     | \$80     | \$110    | \$220    |
| Kitchen/Commons- VHS/SMS/VES      | N/C      | N/C      | \$30     | \$60     | \$90     | \$150    |
| Stadium with Lighting             | N/C      | N/C      | \$125    | \$150    | \$200    | \$300    |
| Stadium without Lighting          | N/C      | N/C      | \$75     | \$100    | \$150    | \$250    |