

Charles A. Beard Memorial School Corporation
Administrative Guidelines

7510A - USE OF CORPORATION FACILITIES**Applications**

Any organization or individual desiring to use Corporation facilities shall complete an application (Form 7510 F1) and submit it to the Facilities Director for approval.

- A. The Facilities Director shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- B. The Facilities Director will approve all requests and send a photocopy of the request to the building administrator. If the application is not approved, all deposits included with the application will be returned with the application.
- C. The Corporation reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Facilities Director **with or without due notice**. All approvals are to be granted with this understanding.
- D. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with Corporation programs or not authorized by Board policy.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The Corporation reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco is prohibited in the building. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.

- E. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time without the permission of the Principal.
- F. The Corporation may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The Corporation is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- G. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- H. The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.
- I. Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- J. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- K. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- L. Buildings will normally be open one (1) hour prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved.
- M. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- N. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in Corporation buildings or on Corporation grounds.

- O. A school custodian shall be on duty whenever a facility is being used except as exempted by the Principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- P. Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.
- Q. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- R. The Corporation will not be responsible for any loss of valuables or personal property.
- S. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facilities are being used.
- T. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.

FEE FOR USE OF CORPORATION BUILDINGS

A schedule of fees for the use of Corporation facilities is determined annually based upon the following factors:

- A. The use of Corporation facilities for activities related to the educational program and Corporation operations shall be without cost to the users, except that the users shall be responsible for any police fees.
- B. The use of Corporation facilities for any nonprofit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria fees and police fees.
- C. All other organizations or persons granted the use of schools shall assume the following charges as indicated. The cost of such additional staff services as may be required.

Elementary/Middle Schools	Charges/Event
All-Purpose Room (Gymnasium-Auditorium)	\$25.00

Lunchroom	\$25.00
Lunchroom and Kitchen with refreshments (School lunchroom worker's presence required, if equipment is used, at established rate)	\$50.00
Lunchroom and Kitchen, with meal (School lunchroom worker's presence required at established rate)	\$100.00
Library, Classroom, or Teachers' Lounge	\$25.00

High School Charges/Event

Auditorium	\$60.00/hour
Classroom	\$35.00
Gymnasium	\$150.00
Lunchroom	\$75.00
Lunchroom and Kitchen with refreshments (School lunchroom worker's presence required, if equipment is used, at established rate)	\$100.00
Lunchroom and Kitchen, with meal (School lunchroom worker's presence required at established rate)	\$150.00

Library or Teachers' Lounge \$35.00

Athletic Fields Charges/Event

Baseball/Softball	\$50.00
Track (High School)	\$150.00
Soccer	\$50.00

Tennis	\$50.00
Football (Middle School)	\$50.00
Football (High School)	\$600.00

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REQUEST FOR USE OF SCHOOL FACILITIES

TO: Principal: _____ School: _____

We seek permission to use the following school facilities:

School Building: _____ Room(s): _____

If for a season or extended period, state the beginning and ending dates.

<u>Day</u>	<u>Date</u>	<u>From</u>	<u>Hours</u>	<u>To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Purpose: _____

Name of Adult in Charge: _____

We wish entrance to the building at: _____ (time)

We will vacate the building by: _____ (time)

We (will) (will not) charge an admission fee. We expect an attendance of approximately _____ persons.

We require use of the following, and understand there is a charge for such use:

_____ Stage	_____ Speaker's stand
_____ Special Lighting	_____ Ticket Table & Chairs (no.)
_____ Piano (on stage) (on floor)	_____ Gymnasium shower
_____ Projector	_____ Folding chairs (no.)
	_____ Large Folding Tables (no.)

Additional requests or comments: _____

It is understood that School Corporation activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

Name of Organization/person/group

By: _____
Signature

Address: _____ Telephone: _____

THIS SPACE FOR CORPORATION USE

This request has been approved and granted.

RENTAL \$ _____ OTHER FEES \$ _____

All rental and other fees are payable in advance and checks are to be made payable to _____.

This approval is subject to certain other conditions as set forth below:

Principal's Signature Date

This request cannot be granted for the following reason(s):

Principal's Signature Date