

**SMITH-GREEN COMMUNITY SCHOOLS
222 WEST TULLEY STREET
CHURUBUSCO, INDIANA 46723**

APPLICATION FOR USE OF SCHOOL FACILITIES

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity.

Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

Building desired: _____ Date desired: _____

Person making application: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Name of organization: _____

Purpose of meeting: _____

Arrival time: _____ Departure time: _____

Supervised by (if different than applicant): _____

Expected attendance: _____ Admission charge: _____ Building closed: _____

Be specific in what facility is requested: (Note: For set-up needed, complete Equipment Sheet.)

Auditorium Gym Cafeteria
Classroom(s) Athletic Field(s) Other _____

We have read and fully understand the Warning and Policy/Use of Facilities rules and regulations as they appear on the front and back of this form governing the use of these facilities and agree to abide by them and be responsible for any damage to school property due to such occupancy.

Signature of person assuming rental responsibility Date

The above request does not interfere with the educational program of the school. The use of the necessary facilities for the above date(s) has been scheduled subject to cancellation if a school function arises.

HS Secretary Tentative hold on space _____
(date(s) and time)

Principal Approval _____ Denial _____

Superintendent or Designee Approval _____ Denial _____

Group designated as group type# _____

Charge will be _____ If none, so state here _____

Custodians: Please complete below and return form to Business Office.

Arrival time: _____ Departure time: _____

Condition of facilities: _____

Custodian's signature: _____

POLICY/USE OF SCHOOL FACILITIES

- A. The use of the Smith-Green Community Schools facilities outside of school hours will be granted for worthwhile educational, recreational, civic, cultural, or commercial activities included which are consistent with statutes, the primary purposes of the Schools, and the administrative guidelines of the Board. Such activities shall be sponsored by responsible citizens or a group of responsible citizens and pertain to the general welfare of the school community. Facilities will also be available for use by not-for-profit or non-profit organizations providing child care programs which meet State requirements and additional conditions established by the Corporation.
- B. Regular school-related functions shall be given first consideration and highest priority in the use of the Corporation facilities. An application for use of facilities may be picked up at the individual school offices. Approval for use by non-school groups shall be made through the office of the Superintendent of Schools, who shall issue the necessary permit form in accordance with adopted policies and procedures.
- C. The applicant agrees to save and hold harmless the Corporation and agrees to assume responsibility for all liabilities arising from an incident to the occupancy of said facility use, it being understood and agreed that the School Corporation assumes no obligation respecting the use of such premises.
- D. The applicant shall be fully responsible for all damage or loss of school property, including that belonging to students or employees, occurring during the time the facilities are in use by the applicant. The facility must be left clean after use.
- E. Gambling, or drinking, or the possession of intoxicants and/or illegal drugs within the school building or on school property are illegal. Smoking or the use of tobacco and the use of profane or indecent language is also prohibited. Appropriate behavior is required of all members of the rental party. All State and local fire safety laws and regulations must be observed including non-use of open flames/candles.
- F. Any organization or group which fails to meet all obligations growing out of previous rental is to be denied further renting privileges until settlement has been made in full.
- G. The Smith-Green Community Schools abides by all State and Federal laws and regulations with respect to nondiscrimination; however, the Board reserves the right to revoke any application for use of its facilities, and refund any payment made by the applicant if it is found that such applicant has misrepresented the facts as to the character of his/her organization or purpose of the use contemplated. The Board reserves the right to refuse privileges to any and all organizations. The members of the School Board, the Superintendent, Principals, Buildings and Grounds Director, Custodians, or any other authorized representatives of the school administration shall have free access to the facility being rented at any time.
- H. Permits issued by the Board are subject to cancellation in cases of emergency, school closing or for just cause. Declaration of a Level II snow emergency for Whitley County will cancel any and all events. Every effort will be made to give prior notice to the renting group.
- I. Sunday rentals of Corporation facilities may not be made to groups or individuals where personal profit is the motive for the rental. The Board may grant permission to rent facilities on Sunday when the sponsoring groups have gone through the proper rental procedure and the event will clearly benefit our students and/or our community.
- J. No furniture or equipment shall be used or moved without the expressed approval or the permission or consent of the school principal or his/her designee.
- K. Supervision of spectators and other non-participants is the responsibility of the applicant.
- L. The fee for the use of corporation facilities will include on-site facility over-sight and custodial fees, plus a fee to cover the cost of heat and lights. These fees are established by the Board. Checks should be made payable to Smith-Green Community Schools.
- M. Food, drinks and snacks may be served in the school cafeteria. Food, drink and snacks are not permitted on other carpeted areas. Hot plates, coffee urns, etc. may be used.
- N. Rentals are made with the assumption that most rental groups will average fewer than 200 people. Additional charges may be made for larger groups at the discretion of the Business Manager. Additional charges may also be levied if the activity of the renting group would cause unusual wear on the facilities.
- O. Groups renting the gymnasium must provide their own loose equipment.

Rental application forms, fee schedules, and rental guidelines are available at the Superintendent's Office or school offices.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the local authorities to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

Guidelines and Fee Schedules

Use of Facilities

All groups must submit a rental request form to the building principal for prior approval even if no rental charge or custodial fee is assessed:

Group

- 1 Curricular, extracurricular and sporting activities of the School Corporation and organizations that raise money for the sole benefit of Smith-Green Community Schools students. Included are auxiliary organizations affiliated with schools such as, but not limited to, parent organizations and clubs. (Monday through Friday: 6:00 AM to 10:00 PM)
- 2 Non-school groups whose membership is primarily composed of students of the school district such as, but not limited to, AAU, Youth Leagues, Boy and Girl Scouts, 4-H, etc., requesting use of the facilities without charging admission. (Monday through Friday: 6:00 AM to 10:00 PM)
- 3 Non-school groups listed in Group 2 above requesting use of facilities on weekends or when custodial personnel are not normally on duty.
- 4 Individuals and community organizations requesting use of facilities on weekends or when custodial personnel are not normally on duty.
- 5 Groups which charge an admission for their programs.

Facility Costs

<i>Location</i>	<i>Group 1 or 2</i>	<i>Group 3</i>	<i>Group 4</i>	<i>Group 5</i>
Auditorium	NC	CU+	CU+\$50*	CU+\$100*
Cafeteria	NC	CU+	CU+\$15*	CU+\$30*
Gym	NC	CU+	CU+\$25*	CU+\$50*
Annex	NC	CU+	CU+\$15*	CU+\$30*
Classroom(s)	NC	CU+	CU+\$15*	CU+\$30*
Athletic Facilities	NC	CU+	CU+\$15*	CU+\$30*

Amount listed is for a ONE-HOUR block of time plus the cost of custodial services. Amount listed will be doubled if group is larger than 50 people.

When a facility is scheduled for pre-night set up or practice before a performance, etc., a per-night charge of \$50 will be assessed.

NC= No Charge

CU= Custodial service charge if applicable

CU+= Board approval required plus custodial service charges if applicable

* = Insurance requirements – Lessor shall provide a current Certificate of Liability Insurance showing not less than \$1,000,000.00 Commercial General Liability Insurance – Each Occurrence limit; Smith-Green Community Schools shall be granted Additional Insured status.

Equipment:

Groups are expected to provide their own loose equipment. There will be an additional charge for use of school owned equipment if rented. Prior training may be required of those persons who will be using the equipment.

School Organizations:

School organizations will not be charged for use of the building for school functions but may be charged for custodial services incurred for the event if the time is outside of regular custodial shift hours or involved use of the cafeteria or kitchen.

Custodial Services and On-Site Facility Over-Sight:

Custodial services are required. Charges for custodial services, including on-site facility oversight, are listed below and include payroll costs charged by State or Federal agencies. This charge also includes a cost for heating/cooling and lighting. For the current year, the service charge is \$37.00 per hour.

Application Forms:

All rules and regulations listed on the application forms must be followed or additional charges may be required for damage or destruction of school equipment or property.