

USE OF SCHOOL FACILITIES

Primary consideration in use of school facilities shall be given to school activities related directly to the educational program. The Board of School Trustees, however, recognizes that many community groups within the School Corporation may wish to use school facilities as a meeting place for large or small groups. The following regulations shall be observed in building use:

REGULATIONS GOVERNING USE

Facilities shall not be used for private gain or rental to private citizens or private business groups for activities, which are not in the best interest of the Carroll Consolidated School Corporation. All rentals must be prepaid before being approved by the school board.

Rental of facilities shall not interfere with school activities.

The applicant and his/her organization shall be responsible for the use of the building and property.

All applicants and/or organizations are required to post a comprehensive general liability policy or a certificate of insurance for at least \$1,000,000 to protect the corporation against loss of property or liability for personal injury. This requirement does not apply to any activity covered by the existing liability policy of the School Corporation. The School Corporation will be a certificate holder for the policy.

Property damage, theft, or loss of supplies and equipment arising from the occupancy of any portion of the building shall be charged against the applicant. All equipment shall be returned to the original location.

The use of intoxicants and tobacco in school buildings and on school grounds is prohibited.

Special permission of the Board of School Trustees must be secured to rent facilities to organizations with headquarters and/or membership outside the geographic limits of Carroll Consolidated School Corporation.

Adequate custodial and supervisory personnel must be scheduled for all building uses to assure that the facilities and equipment are properly maintained and utilized. The facility will be used under their supervision. Whenever the swimming pool is used, a qualified lifeguard and/or qualified member of the school staff shall be on duty and shall be in supervisory charge. The organization shall be charged an

appropriate personnel fee. Specific rules regarding pool use will be adhered to and are available in the principal's office.

The activities of the rental group must be restricted to the area of the building indicated on the application/agreement.

If a school is closed for any emergency, all scheduled use of the school facilities by the community will automatically be canceled. It will be the building principal's responsibility to notify the organization or representative of the closing. Any exception to this rule must be approved by the Superintendent.

The use of school facilities shall not be approved for any applicant and/or organization when the use of such facilities may cause undue disruption of the school or community environment, as determined by school officials. The Board shall reserve the right to cancel the use of any school property at any time for any reasonable purpose. Organizations that have failed to follow this policy may have future rentals already approved canceled.

At the discretion of school officials, organizations may be required to have supervisors, security officers, firemen, and/or parking attendants. These personnel shall be procured by the school district and the cost of these services will be charged to the applicant.

ACCEPTABLE USES OF FACILITIES

Corporation facilities shall be available for the below-listed uses. When there are competing interests for such uses, approval will be given according to the following classifications in priority order:

Classifications

- A. uses directly related to the schools and the operations of the schools
- B. community organizations formed for charitable, civic, social, educational, political, or religious purposes
- C. uses by not-for-profit or for-profit organizations providing child care programs which meet the State requirements and additional conditions established by Board policies and the superintendent's guidelines
- D. uses and groups indirectly related to the schools
- E. uses for voter registration and elections

- F. departments or agencies of the municipal government
- G. other governmental agencies
- H. commercial or profit-making organizations but not for profit-making purposes
- I. other organizations may be approved on an individual case by case basis at the discretion of the school principal and superintendent.

The use of school facilities shall not be granted for any purpose, which is prohibited by law.

All organizations must provide proof of insurance and prepay for necessary school personnel.

FILING OF APPLICATIONS FOR USE

Applications must be filed fourteen (14) days prior to the scheduled event(s).

Applications may be picked up at either the elementary or junior-senior high school. The principal will determine the purpose of the facility use and the appropriate fees.

The principal shall approve or disapprove any applications for the use of school facilities after consulting with the superintendent. The principal's signature indicates that the facility being requested is not scheduled for a school or school related event.

After the building principal's action, a copy of the application is returned to the organization representative notifying them of approval or disapproval of the application.

Proof of insurance must accompany the application. The total costs for use of the facility will be determined ahead of time. Prepayment is required.

FEES FOR USE OF SCHOOL FACILITIES

- A. Electrical costs are an expense for the school corporation and must be included in the rental. The facility usage form will note what the current rate for electrical costs are per room for the district.
- B. Special equipment needs must be identified on the application and may result in additional charges.
- C. These rental fees do not provide for any employee expenses. The requesting organization will be billed if there are additional charges after the event.

- D. The rental fees will apply to any organizations other than a school team or school club. The current fees will be reflected in the facility usage form based on most current costs to the school corporation.

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