

TIPPECANOE SCHOOL CORPORATION FACILITY USAGE ADMINISTRATIVE GUIDELINES

I. PROCUREMENT OF PERMIT

- A. The use of all school facilities for any purpose shall be initiated by a responsible member of the organization requesting the permit through the school principal or designee. A responsible member is defined as a person, at least 21 years of age, who is a real property owner in the school district and who is financially responsible.
- B. All requests by Groups (see eligible organizations) should be made on the approved form to the Director of Buildings and Grounds thirty (30) days before the requested date of use.
- C. The Principal or designee shall then notify the applicant of the denial or acceptance and the fees involved within ten (10) business days.
- D. If approved, the estimated rental and custodial fees are payable to the Tippecanoe School Corporation three (3) days in advance of the facility's use.
- E. Proof of liability insurance is required prior to approval.

II. RULES AND REGULATIONS

- A. A school custodian(s) (appointed by the principal and/or designee) must be on duty during the hours the facility is used. When custodial fees are charged, the hours counted shall be from the time the custodian opens the door until clean up is completed. The number of such personnel shall be determined by the School Corporation.
- B. The kitchen facilities are not normally rented. If approved, a kitchen supervisor shall be assigned by the Director of Food Services. Fees shall be charged from the time the kitchen is opened until clean up is completed. It shall be the sole duty of the supervisor or designee to supervise, not to prepare or serve food. The clean up is the responsibility of the organization using the facility unless other arrangements are made with the Director of Food Services. If the clean up is not satisfactory in the opinion of the Supervisor of Food Services, an additional charge will be assessed.
- C. The use of the facilities and equipment shall be strictly confined to the area designated or included in the agreement. Applicant and his or her organization will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the school officials or other representatives of the school on duty shall have the immediate authority in any matter covering the use of the building.
- D. Permit applications will be denied or cancelled if requested usage is determined by a school corporation official not to be in the best interest of the school corporation. Facilities shall not be available for rental use on Sunday morning or evening unless otherwise approved, in advance, by the Board of School Trustees.

- E. Gambling, use or possession of intoxicant drugs, alcohol, firearms, flammables, and obscene and profane language are prohibited anywhere on school corporation property. Use of tobacco in any form is prohibited in all facilities.
- F. No furniture or equipment, audio visual/technology equipment, shall be used or moved unless specifically requested on the Permit or approval received from the school official.
- G. Liability: The renter agrees to save and hold harmless Tippecanoe School Corporation and agrees that the school district and its employees shall not be responsible for damage to or loss of property upon school premises sustained by applicant, participant in a program, or patron of any program held on school property.
- H. All applicants and/or organizations are required to post a comprehensive general liability policy or a certificate of insurance for \$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.
- I. The use of special equipment such as stage lighting, scenery curtains, projectors, public address systems, folding goals, bleachers, etc. shall be permitted only when operated by school employees or other persons authorized by the school or its representatives.
- J. Signs, displays, or materials shall not be attached to the walls, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc. without approval in the agreement.
- K. Concession and checkroom rights are reserved by the school, unless otherwise stipulated.
- L. When the attendance or other conditions require the use of police, firemen, parking lot attendants, or other types of personnel, these personnel shall be procured by the school district and charged to the applicant. These charges shall be evaluated prior to the rental by the Director of Buildings and Grounds and renters and lessees involved, and shall be written into the agreement.
- M. Fire Safety and Decorations – fire, health, and safety regulations and codes of the State Fire Marshall, Board of Health, local agencies, Tippecanoe County, and the State of Indiana must be followed at all times. Any permits required shall be the responsibility of the applicant. All material used for decorative purposes must be approved in advance by the school official.
- N. Gymnasium floors - No materials are to be used on floors. Proper rubber soled gym shoes must be used for games or athletic contests on gym or activity room floors. Use of tarp covering may be required.
- O. Non-school organizations are not permitted to sell tickets or merchandise to students while students are under school jurisdiction.
- P. The activity must be under competent adult supervision and/or leadership. The school official reserves the right to judge the adequacy of such supervision and immediately cancel any function judged not to be adequately supervised.
- Q. Damage or misuse of the facilities and equipment shall be paid for in full by the organization chargeable with use. The appraisal of the Superintendent of Schools or his agent shall be the final determinant in all cases of damage or misuse.

- R. Rental of school buildings or school facilities does not include the use of recreational equipment, furniture, projection equipment, public address systems, stage lighting, any other special equipment, or Tippecanoe School Corporation personnel trained to operate the aforementioned equipment, unless it is specifically provided for in the agreement.
- S. Regular rental of school buildings and facilities does not imply the provision of storage facilities for supplies or equipment. No sponsoring organization shall be extended continuous use of building rental privileges for a period exceeding one school year.
- T. Facilities shall be used by sponsoring organizations for the purpose of design, i.e. gymnasium for games played in gyms, auditoriums and theaters for theatrical/program presentation activities, classrooms for instruction, etc. If requests for usage deviate from the design purpose, the school official shall determine whether the alternate usage is appropriate and allowable.
- U. Whenever the swimming pool is used, a qualified guard 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.
- V. Each sponsoring organization shall appoint one responsible representative who will contact the custodian upon arrival and show an approved and signed application for the intended use of the building. After showing the approved application, the sponsoring organization will be admitted. If contractual arrangements have not been made, the custodian will not be present to open the building.
- W. The sponsoring organization is responsible for the conduct of the group using the building and its representative shall be the responsible person in charge of the group. The person signing the rental contract is responsible for any damage caused by the sponsoring organization.
- X. A damage deposit may be required, based on the judgment of the Director of Buildings and Grounds, as a condition of usage.
- Y. Application and interpretation of the facility usage fee schedule, or decision to waive or alter the fee schedule shall be at the discretion of the Superintendent or Central Office designee.
- Z. 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 the Tippecanoe School Corporation.

III.

CLASSIFICATION OF GROUPS FOR PURPOSES OF FACILITY USE -ELIGIBLE ORGANIZATIONS

- A. Preference will be given to local groups or organizations having more than 50% of their membership living in the Tippecanoe School Corporation.
- B. A responsible citizen is defined as a person, at least 21 years of age, who is a real property owner in the school district and who is financially responsible.
- C. Facilities are not to be used for commercial or personal gain. The Internal Revenue Service listing of non-profit organizations will be used as a guide. In certain instances where school facilities are uniquely suited to provide services to our youth (e.g., sports camps) the finances will be monitored so that use of schools does not give the sponsor(s) the ability to monopolize a program or service.
- D. First priority in scheduling to Class IV groups will be extended to non-exclusive programs. Non-exclusive programs include those where all interested students may participate in the age group. (Students will not be "cut" and have an expectation of participation. Assignments may be made according to ability. Examples would include athletic programs predominantly for school-aged children that are similar to Class III feeder programs.)
- E. The high school athletic directors will advise the superintendent in defining Class III feeder programs for their respective schools.