

## Facility Use Guidelines 7510A

### North Gibson School Corporation

#### STATEMENT

The Board of School Trustees for the North Gibson School Corporation recognize that the buildings and grounds of the North Gibson School Corporation are primarily for public purpose. However, school officials recognize the benefit of having a limited open forum with regard to the use of school buildings, grounds, and/or facilities in order to provide additional opportunities to the youth it serves and the community in general. As such, opportunities will be provided for use of school facilities during non-school hours by eligible organizations. In order to establish by whom, when, and how the facilities may be used, the following rules shall apply:

#### RULES AND GUIDELINES

1. All eligible organizations or entities desiring to use any North Gibson School Corporation facility must complete a facility use form, which is available for pick-up and completion at the North Gibson School Corporation Office of the Superintendent. The request must be submitted to the Office of the Superintendent **A MINIMUM OF 45 DAYS PRIOR TO THE DATE OF THE REQUESTED EVENT. ANY CANCELLATION MUST OCCUR AT LEAST 24 HOURS IN ADVANCE OF THE EVENT.**
  - a. The individual(s) signing the facility use form shall be in attendance (or another specifically named designee) on behalf of the organization throughout the stated hours and dates of usage and shall be responsible to school officials for the proper use of the facility
  - b. The entity authorized to use the facility shall provide:
    - i. ***Proof of liability insurance (Certificate of Liability) in the amount of \$1,000,000 combined single limit bodily injury/property damage, with North Gibson School Corporation named as an additional insured. The agreement holder agrees to save and hold harmless the North Gibson School Corporation and agrees to assume responsibility for all liabilities arising due to incident at school facilities***
2. North Gibson School Corporation Board of Trustees, the Superintendent, or his/her designee reserve the right to assign organizations to the most appropriate facility regardless of the request of the organization.
3. Buildings and facilities used by students are not available for community use when schools are in session or when they are engaged for school purpose or use. North Gibson School Corporation will always have priority use of all school buildings, facilities, and grounds.
4. All activities or programs must meet school standards for clean, wholesome content and shall be in strict accordance with the building rules of the North Gibson School Corporation. No activity or program shall violate the laws of the State of Indiana or of the United States.
5. There is to be no smoking (including e-cigarettes), gambling, or use of intoxicants on North Gibson School Corporation property.
6. The use of special equipment, such as stage lighting, sound equipment, scenery, curtains, projectors, public address systems, basketball goals, bleachers, etc. shall be used only when operated by school employees or other persons authorized by the Board of School Trustees or its designees, and may be subject to additional fees. **VIOLATION OF THIS RULE WILL RESULT IN DENIAL OF FUTURE USE OF NORTH GIBSON FACILITIES.**

7. All facilities use agreements are subject to cancellation with or without due notice for violation of the terms of the original agreement as determined by the Superintendent, designee, and/or Board of School Trustees.
8. The use of any North Gibson School Corporation facility will be strictly confined to areas designated or included in the agreement. The applicant and his/her organization will be responsible for the compliance of these rules by all persons participating in or pertaining to the activity/program. If misconduct or non-compliance to the rules is suspected, the representative of the school corporation on duty shall have immediate authority to stop the activity/program. Failure to comply with the rules and regulations will be sufficient reason to cancel future use of North Gibson School Corporation Facilities.
9. Entities may be subject to custodial fees in order to ensure adequate maintenance of the facilities. The determination of such fees will be made based on the type of organization (**SEE ASSESSMENT OF FEES DESCRIPTION**), facilities being used, time and date of the event, etc. Any event that occurs during hours in which a North Gibson custodial staff member is not present for normal work hours, will be subject to such a fee. On occasion, North Gibson employees directly connected with the organization have volunteered their hours for services to a non-profit organization. This may be allowed upon approval of the Superintendent or his designee, however it is the responsibility of the non-profit organization and the individual employee to verify such an arrangement.
10. No furniture or equipment shall be used or moved without the express approval in the agreement or consent of the school principal or his/her designee.
11. The school corporation and its employees shall not be responsible for damage to or loss of property upon school premises sustained by applicant, participant, or patron of any activity/program held on school property.
12. No signs, displays, or materials may be attached to any wall, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc., without the expressed approval in the agreement or consent from the school principal. In the event permission is given to display such material, all material shall be dismantled and removed from the premises following use of the facilities.
13. It shall be necessary for some organizations to have police, firemen, and/or parking attendants. A determination for this requirement shall be made by North Gibson School Corporation personnel. If required, the lessee shall procure the police, fireman, and/or parking lot attendants and submit their names and credentials to the Superintendent's office.
14. The right of all concessions and sales of refreshments, sale of programs, pictures, etc., must be approved by the Superintendent's office. North Gibson School Corporation reserves first right for the sale of any concessions for any events held on North Gibson School Corporation property.
15. Cafeteria kitchen equipment may only be used by other school organizations after approval has been obtained from the Food Service Director. When the cafeteria kitchen is being used, at least one cafeteria employee, selected by the cafeteria manager or food service director, is to be on duty. The size and nature of the event will determine the number of cafeteria employees required. The organization using the facility may be billed for the wages of said employees. Any OUTSIDE organization needing the use of kitchen facilities may request catering/food services

through the Food Service Director and will be responsible for any fees associated with such requests, including wages of employees.

16. The lessee must pay the rental, custodial, and other charges associated with the rental agreement. Rental payments for the specific facility request are due no later than the date of the event. Payments for services, such as custodial and audio/visual will be billed following the completion of the event and payment will be due within 30 days of the invoice date.
17. Any right or privilege granted to an organization shall not be transferred to any other organization.
18. No privilege of using facilities shall be granted more than 1 year in advance of the date of the event.
19. **Religious Organizations:** School property shall not be used for sectarian religious or church related meetings unless:
  - a. It is demonstrated that the activity is a joint venture of the churches/religious organizations within North Gibson School Corporation boundaries and that these churches/organizations have played an integral part in the planning of such activity or;
  - b. A situation exists which prevents the congregation of a church/religious organization in the corporation from meeting in its regular facility.

***School facilities shall not be used as a replacement for regular meeting places of churches or religious organizations.***

20. School facilities shall not be available for:
  - a. Social functions, e.g. wedding receptions, dances, parties, rock festivals, other than school functions or programs;
  - b. Groups participating in games of chance, lotteries, or gambling without prior approval of North Gibson School Corporation, not including athletic/booster/PTA raffles, half-pots, etc;
  - c. Groups assembling to criticize or express opposition to the form of or officials of the government of the United States or the State of Indiana or to express opposition to any ethnic group or religious faith;
  - d. Groups whose activities would subject the facility to extraordinary stress or increase the hazard of fire, or activities that could cause general harm to participants or spectators;
  - e. Groups without a responsible adult of at least twenty-one (21) years of age or individuals without a sponsoring organization;
  - f. Personal or individual use or gain.

## ASSESSMENT OF FEES DESCRIPTION

- A. The Board of Trustees shall establish a schedule of fees for all rentals appropriate to the nature of the organization requesting the use of facility, the operational costs involved (utilities), equipment usage, custodial and technical services, supervisory services, and a financial return to the Corporation for depreciation. **Custodial services are required when using North Gibson School Corporation Facilities. Auditorium Services are required when using an auditorium.**
- B. The assessment of fees shall be based on the nature, classification, and Tier of the organization making the request. Accordingly, the following organizational classifications have been established.

**Class 1-** K-12 school programs and school activities shall receive first consideration in assigning the use of school facilities. Examples of these activities are convocation, concerts, plays, class projects, North Gibson School Corporation official athletic contests, etc.

**Class 2-** School related organizations such as parent-teacher organizations, athletic booster clubs, employee groups, parents' groups, etc., shall be next in priority for facility assignment. **These organizations will be subject to personnel related fees when they require North Gibson personnel presence, such as custodial and/or audio/visual, beyond the normal working hours of such employees, as well as any food service fees when applicable. Use of a facility on Saturday or Sunday will be subject to personnel related fees regardless of the time of the event.**

**Class 3-** Community (within North Gibson boundaries) non-profit organizations, service clubs, churches, units of local, state, and federal government, etc., making no profit off of the event shall be next in priority. **These organizations will be subject to personnel related fees when they require North Gibson personnel presence, such as custodial and/or audio/visual, beyond the normal working hours of such employees, as well as food service fees when applicable. Use of a facility on Saturday or Sunday will be subject to personnel related fees regardless of the time of the event.**

**Class 4-** Community (within the North Gibson boundaries) non-profit organizations, service clubs, churches, units of local, state and federal government, etc. *that are making a profit from their event* through ticket sales, concession, or any other sale of items in direct relation to the event (with approval of North Gibson). Such events shall be evaluated on their own merit and any approval shall not be precedent for any other request. **This category is subject to the North Gibson Tier I Fee Schedule as well as personnel related fees such as custodial and/or audio visual, as well as food service fees when applicable.**

**Class 5-** Community (within the North Gibson boundaries) for profit organizations using facilities for trainings and events, but realizing no profit from the event through sales of tickets, concession, or other items. **This category will be subject to the North Gibson Tier I Fee Schedule as well as personnel related fees such as custodial and/or audio/visual, as well as food service fees when applicable.**

**Class 6-** Community (within the North Gibson boundaries) for profit organizations using facilities for trainings and events and realizing a profit from the event through sales of tickets, concession, or other items (upon approval of North Gibson School Corporation). **This category will be subject to the North Gibson Tier II Fee Schedule as well as personnel related fees such as custodial and/or audio visual, as well as food service fees when applicable.**

**North Gibson School Corporation reserves the right to refuse use of facilities at all times.**

**The decision on the number of custodians needed for an event, as well as the need for audio/visual and other personnel will be determined by the Superintendent or his designee, and will be based on the scope of the event as well as the needs of the requesting organization. The requesting organizations will be charged for such services based on the above class fee assessment descriptions.**

**North Gibson School Corporation**  
**Facility Use Fee Schedule**

**1. Auditoriums**

- Fees are based on a 4 hour minimum rental charge.
- Each additional hour is subject to the “Additional Hourly Fee.”

	Tier I Fee	Tier II Fee	Additional Hourly Fee (Tier I/Tier II)
PCHS	\$200	\$400	\$50/\$100
PCMS	\$120	\$240	\$40/\$80

Personnel required (See Item 6 for additional information):

- Custodial (See Class Fee Categories for Further Details)
- Audio/Visual (Required for all events in an auditorium)

*Pre-event meeting required with Audio/Visual Management Team during regular school hours. If a meeting is needed outside of school hours, it will be subject to fees.*

**2. Gymnasium**

- Fees are based on a 4 hour minimum rental charge
- Each additional hour is subject to the “Additional Hourly Fee.”

	Tier I Fee	Tier II Fee	Additional Hourly Fee (Tier I/Tier II)
PCHS Tiger Arena	\$200	\$400	\$50/\$100
PCHS Aux Gym	\$100	\$200	\$25/\$50
PCMS Gym	\$100	\$200	\$25/\$50
PCIS Gym	\$100	\$200	\$25/\$50
Primary North Gym	\$100	\$200	\$25/\$50
Primary South Gym	\$100	\$200	\$25/\$50

Personnel Required:

- Custodial (See Class Fee Categories for Further Details)

Restrictions:

- Basketball and Volleyball are allowed (Athletic Shoes Required).
- Roller Skating, dances, or other activities that might damage floors are not allowed.

\*\*\*\*\*North Gibson School Corporation has the first right for any concession being sold at the event.

**3. Athletic Fields/Outdoor Facilities**

- Includes practice fields, football field, baseball field, soccer fields, track, tennis courts, cross country course, parking lots, playgrounds, etc.
- **Fees are based on a 4 hour minimum rental charge**
- **Each additional hour is subject to the “Additional Hourly Fee.”**

	Tier I Fee	Tier II Fee	Additional Hourly Fee (Tier I/Tier II)
Athletic Fields/Outdoor Facilities	\$100	\$200	\$25/\$50

Personnel Required (See Item 6)

**4. Cafeteria(s)**

- **Fees are based on a 4 hour minimum rental charge**
- **Each additional hour is subject to the “Additional Hourly Fee.”**

	Tier I Fee	Tier II Fee	Additional Hourly Fee (Tier I/Tier II)
PCHS Cafeteria	\$100	\$200	\$25/\$50
PCMS Cafeteria	\$100	\$200	\$25/\$50
Intermediate Cafeteria	\$100	\$200	\$25/\$50
Primary North	\$100	\$200	\$25/\$50

Personnel Required (See Item 6):

- Custodial
- Food Services (If serving food using North Gibson Food Service)

**Restriction: Kitchen MUST be operated by NGSC Food Service Personnel. (All kitchen/food service requests are directed to Food Service Director. Fees will apply.)**

**5. Other Fees**

- **Fees are based on a 4 hour minimum rental charge**
- **Each additional hour is subject to the “Additional Hourly Fee.”**

	Tier I Fee	Tier II Fee	Additional Hourly Fee (Tier I/Tier II)
Classroom	\$80	\$160	\$20/\$40
Media Center	\$80	\$160	\$20/\$40
Piano	\$5/hr	\$10/hr	\$5/\$10

**Other fees may apply if requesting to use other NGSC equipment not mentioned above.**

Personnel Required (See Item 6):

- Custodial
- Audio/Visual (If using North Gibson equipment)

**6. PERSONNEL REQUIRED**

For times outside the usual hours of operation, the overtime costs for cafeteria, custodial, and/or audio/visual shall apply per the ASSESSMENT OF FEE descriptions. The following costs are estimated and may be more or less based on the actual employee working the event:

	<b>Estimated Hourly Charge</b>
Custodial	\$25.00/Hour/Per Custodian
Audio/Visual	\$40.00/Hour

# North Gibson Application for Facility Use

Name of Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Name of Individual Responsible: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

School/Location: \_\_\_\_\_ Area Desired: \_\_\_\_\_

*List ALL Rooms and/or Areas Requested*

Date(s) of Event: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Time Doors Open: \_\_\_\_\_ Time Doors Close: \_\_\_\_\_

Nature of the Program: \_\_\_\_\_

Proceeds for Benefit of: \_\_\_\_\_

Are you a Not-For-Profit Organization (*Please provide 501(c)(3)*): YES \_\_\_\_\_ NO \_\_\_\_\_

Will You Be Selling Tickets? YES \_\_\_\_\_ NO \_\_\_\_\_ Selling Concessions? YES \_\_\_\_\_ NO \_\_\_\_\_

List Any Other Items To Be Sold: \_\_\_\_\_

*If Using Auditorium*, Do You Need Sound Equipment: YES \_\_\_\_\_ NO \_\_\_\_\_

*If Using Auditorium*, Do You Need Stage Lighting: YES \_\_\_\_\_ NO \_\_\_\_\_

*If Using Gymnasium or Field*, Do You Need Scoreboard Equipment: YES \_\_\_\_\_ NO \_\_\_\_\_

*If Using Gymnasium or Field*, Do You Need Sound Equipment: YES \_\_\_\_\_ NO \_\_\_\_\_

*If Using Cafeteria*, Do You Need Food Service: YES \_\_\_\_\_ NO \_\_\_\_\_

Other Special Equipment Desired: \_\_\_\_\_

**North Gibson will determine the need for custodial service based on the facility use policy and the ASSESSMENT OF FEES DESCRIPTION.**

*Please Review ASSESSMENT OF FEES DESCRIPTION and check which class fits your event and organization:* Class 1 \_\_\_\_\_; Class 2 \_\_\_\_\_; Class 3 \_\_\_\_\_; Class 4 \_\_\_\_\_; Class 5 \_\_\_\_\_; Class 6 \_\_\_\_\_

***ALL NON-NORTH GIBSON AFFILIATED ORGANIZATIONS must provide proof of liability insurance (Certificate of Liability) in the amount of \$1,000,000 combined single limit bodily injury/property damage, with North Gibson School Corporation named as an additional insured. The agreement holder agrees to save and hold harmless the North Gibson School Corporation and agrees to assume responsibility for all liabilities arising due to incident at school facilities.***

Proof of Insurance Provided (*Must be provided prior to approval*): YES \_\_\_\_\_ NO: \_\_\_\_\_

\_\_\_\_\_  
Signature of Organization Representative

Date: \_\_\_\_\_

**North Gibson Use Only:**

**Signatures:**

\_\_\_\_\_ Date: \_\_\_\_\_  
*Building Principal*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Athletics/Scheduling*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Maintenance Department*

\_\_\_\_\_ Date: \_\_\_\_\_  
*IT Department*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Superintendent/Designee*

.....  
*Custodial Required:* YES \_\_\_\_\_ NO \_\_\_\_\_

*Audio/Video Services Required:* YES \_\_\_\_\_ NO \_\_\_\_\_

**(NGSC USE ONLY) ESTIMATED FEES:**

**Rental Estimate:** \_\_\_\_\_

**Custodial Estimate:** \_\_\_\_\_

**Audio Visual Estimate:** \_\_\_\_\_

**Other Usage Estimate:** \_\_\_\_\_

**(NGSC USE ONLY) ACTUAL FEES CHARGED:**

**Total Rental Fee Charge:** \_\_\_\_\_

**Total Custodial Charge:** \_\_\_\_\_ **Assigned Custodian:** \_\_\_\_\_

**Total Audio/Visual Charge:** \_\_\_\_\_ **Assigned Auditorium Mgr:** \_\_\_\_\_

**Other Usage Charge:** \_\_\_\_\_

