

RENTAL PROCEURES AND RULES FOR FACILITY USE
(Rev 7/12/2011)

1. Submit a completed APPLICATION/CONTRACT FOR USE OF FACILITIES to the building principal.
 - a. Principal will determine Class Group and fee rate.
 - b. Discuss special requests and/or needs with the building principal.
 - c. Agree upon charges for facilities and personnel.
 - d. Provide a certificate of insurance.
2. Building principal will submit a Certificate of Insurance with at least \$2,000,000 of liability coverage for the group to assistant superintendent for Groups II, III and IV.
3. No school facilities will be available for use prior to 11:00 am on any Sunday or past 11:00 pm on any day. During the summer all indoor MVCSC facilities will close at 7 pm on Thursday and not reopen until 6 am on Monday.
4. School facilities **may not** be used for private social functions such as receptions, birthday parties, etc.
5. School facilities may not be used for any purpose that is prohibited by law.
6. All groups using school facilities must have a school sponsor and/or custodian on duty at all times.
7. Any group over the size of 15 being supervised by a school sponsor must employ a custodian for a minimum of 3 hours for clean up.
8. Any group of 75 or more people must provide a security plan.
9. Any group of 200 or more people must submit a plan for traffic and parking control.
10. Use of facilities must be limited to the facility rented and surrounding spaces as reasonable.
11. All school-age children must be supervised at all times when facilities are in use.
12. Contemplated programs must be known to meet school standards for clean, wholesome entertainment.
13. Priority will be given to groups/persons competing for rental facilities according to Board Policy 7510.
14. School facilities may not be rented on a regular basis during a period of time exceeding three (3) weeks without prior approval of the MVCSC Board of Education.
15. Applications for use of the of the pool must be accompanied by a safety plan which includes:
 - Compliance with 410 IAC 6-2-11 and 410 IAC 6-2-7,
 - One Certified Lifeguard for each 50 people in attendance, and
 - Copies of the Lifeguards' certifications.
16. The school shall have first claim to the use of all facilities at all times, and any agreement made with any individual and/or organization must be contingent upon the needs of the school and its programs and such agreement may be terminated or altered at any time. The use of school facilities for private gain shall be denied all persons for any purpose whatsoever. All meeting by any group or organization shall be non-exclusive and shall be open to the general public.

17. Responsibility for care of the facility, conduct of the participants and spectators, prevention of the use of liquor, tobacco, and indecent language on school premises, compliance with the regulations of the State Fire Marshall's Office and the State Board of Health Rules, and leaving all facilities and equipment suitable for schoolwork, shall rest with the Applicant.
18. All advertising on school grounds, except that incidental to a program and all sales of merchandise, printed matter, or other materials, is forbidden, unless special permission is granted by the Superintendent.
19. In a situation of rejection or placement in a class group for fees resulting in an appeal of the principal's decision, the proper appeal procedure will be followed. The denied party will discuss the request with the superintendent and, if not satisfied, they may request an opportunity to appeal to the MVCSC Board of Education through the superintendent. Should the requested date for the event be scheduled prior to the next regularly scheduled Board meeting, the superintendent's decision is final.

Class I

MVCSC board adopted educational and extracurricular groups.

Class II

Community, , youth-serving organizations including but are not limited to PTO, Boy/Girl Scouts, athletic boosters, civic organization's athletic programs, other governmental agencies, and other public education organizations holding IRS not-for profit status.

Class III

Non-school related community organizations include but are not limited to churches, fine arts associations, theater groups, and philanthropic organizations.

Class IV

All non-community groups and all others not included in Classes I, II and III.

Mt Vernon Community School Corporation

RENTAL FEE SCHEDULE FOR USE OF FACILITIES

Facilities and Class Group	<u>Weekdays</u>		<u>Vacation/Holidays/Weekends</u>	
	First Three Hrs	Each Add'l Hr	Three Hours	Each Add'l Hr
High School Gyms				
Class I & II		N/A		
Class III	\$100	\$25	\$100	\$25
Class IV	\$300	\$100	\$300	\$100
Middle School Gyms				
Class I & II		N/A		
Class III	\$100	\$25	\$100	\$25
Class IV	\$300	\$100	\$300	\$100
Elementary Gyms				
Class I & II		N/A		
Class III	\$75	\$25	\$175	\$25
Class IV	\$200	\$50	\$200	\$50
Cafeterias in All Schools (Evenings Only on Weekdays)				
Class I & II		N/A		
Class III	\$50	\$15	\$50	\$15
Class IV	\$150	\$50	\$150	\$50
Kitchens in All Schools (Requires Food Service Personnel)				
Class I & II	\$25	\$25	\$75	\$25
Class III	\$150	\$50	\$200	\$75
Class IV	\$300	\$100	\$400	\$100
Classroom Facilities (Evenings Only on Weekdays, Computer Labs Require a Computer Technician)				
Class I & II		N/A		
Class III	\$30	\$10	\$50	\$20
Class IV	\$50	\$15	\$75	\$25
Outdoor Facilities				
Class I & II		N/A		
Class III	\$50 per usage		\$50 per usage	
Class IV	\$150	\$50	\$150	\$50
Auditorium (Requires Technician)				
Class I & II	\$150	\$50	\$150	\$50
Class III	\$250	\$100	\$250	\$100
Class IV	\$300	\$150	\$300	\$150
Swimming Pool				
Class I & II		N/A		
Class III	\$150	\$50	\$150	\$50
Class IV	\$300	\$100	\$300	\$100

Additional Charges per attached schedule

Fees for all equipment requested for use will be established by principal

APPLICATION/CONTRACT FOR USE OF SCHOOL FACILITIES (REV 7/12/2011)

Organization Name _____ Date of Application _____

Applicant's Name _____ Work Phone _____

Address _____ Home Phone _____

Organizational Leader _____ Phone _____

Facility Requested _____

Date Requested _____ Start time _____ End time _____

School Sponsor _____ Special Equipment Needed _____

Expected Attendance _____ Type of Activity _____

FOR PRINCIPAL'S USE

Class _____ Security Plan Required _____ Traffic/Parking Plan Required _____

Facility Rental Fee _____

Custodial Hours _____ Custodial Fee _____

Cafeteria Hours _____ Cafeteria Fee _____

AuditoriumTech / Computer Tech Hours _____ Auditorium/Technician Fee _____

Utility Fee _____

See attached for listing of hourly fees. Equipment Fee _____

Estimated Total Cost of Rental* _____

The applicant and any other person or persons or any corporation or other organization on whose behalf this application is made agree that, as partial considerations for The Board of Education issuance of the permit hereby applied for, they will jointly and severally protect, indemnify, and hold harmless The Board of Education of Mt. Vernon Community School Corporation and its members, officers, agents, and employees from every liability, claim, demand, right of action, loss, cost, damage or expense (including attorney's fees) on account of every injury to or death of a person or persons (including agents of the Board) or instance of damage to property which injury, death, or damage arises out of is, in any way, connected with the use to which this application pertains. However, the applicant shall not be liable for the negligence of the Board of Education of MVCSC, its members, officers, agents, or its employees.

The applicant has examined the Fee Schedule for Use of Facilities and the Rental Fees Procedures and Rules for Facilities Use and agrees for himself, as well as for any person or persons on whose behalf the application is made, that the terms and conditions set out in this form and the above referenced materials shall apply to the use to which the application pertains.

*Costs may increase if times of use are exceeded or additional facilities are used.

Principal's Signature _____

Applicant's Signature _____

Central Office Approved _____ Date _____
Signature

NOTE: SCHOOL TO SEND APPROVED COPY TO APPLICANT.

ADDITIONAL FACILITY USE LIMITS AND FEES
FOR 2011 – 2012

1. Custodian and Cafeteria fees: Group I for all days will not be charged. Groups II, III & IV will be charged \$25 per hour on Mon thru Friday, \$35 per hour on Saturdays and \$45 per hour on Sundays and paid employee holidays.
2. Auditorium tech and Computer Tech fees: Group I for all days will not be charged. Groups II, III & IV will be charged \$35 per hour on Mon thru Friday, \$45 per hour on Saturdays and \$55 per hour on Sundays and paid employee holidays.
3. For Groups II, III and IV who use MVCSC buildings other than the middle school pool there will be a fee of \$20 per hour to cover utility costs. These charges will be in addition to the rental fees and other charges as outlined on the existing facility use fee structure.
4. For Groups II, III and IV who the use the middle school pool there will be a charge of \$38 per hour for pool utility and maintenance costs. This will be in addition to the rental fees and other charges as outlined on the existing facility use fee structure.
5. For Groups II, III and IV who use MVCSC outside facilities whose use does not require any utilities or building use (including bathrooms) will fall under the existing facility use fee structure and not incur any utility fee or custodian charges. For those who use utilities there will be a \$10 per hour charge for utilities and if custodians are needed they will be charged a custodian fee per the existing facility use fee structure.
6. Adult education classes will be permitted, but the operational cost for the room(s) used will need to be paid by the participants.
7. All activities held in one of the schools must be completed by 8 p.m. unless it is a school program, meeting or athletic event. In the later cases, the building is to be closed within one (1) hour of the end of the program, contest, or meeting. Any later times must be approved by the superintendent or assistant superintendent.

NOTE: All facility use forms must be completely filled out with the necessary information and approved by a central office administrator before said use is permitted to occur. MVCSC programs, meetings or athletic events will have priority for all facility usage for all dates.