

RENTAL PROCEURES AND RULES FOR FACILTY USE

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 with a minimum of \$2,000,000 liability coverage.
2. Building principal will submit certificate of insurance to assistant superintendent.
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.
4. School facilities may not be used for private social functions.
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 sale 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

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

Class II

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

Class III

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

Mt Vernon Community School Corporation

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	NC			
Class II	\$100	\$25	\$100	\$25
Class III	\$300	\$100	\$300	\$100
Middle School Gyms				
Class I	NC			
Class II	\$100	\$25	\$100	\$25
Class III	\$300	\$100	\$300	\$100
Elementary Gyms				
Class I	NC			
Class II	\$75	\$25	\$175	\$25
Class III	\$200	\$50	\$200	\$50
Cafeterias in All Schools (Evenings Only on Weekdays)				
Class I	NC			
Class II	\$50	\$15	\$50	\$15
Class III	\$150	\$50	\$150	\$50
Kitchens in All Schools (Requires Food Service Personnel)				
Class I	\$25	\$25	\$75	\$25
Class II	\$150	\$50	\$200	\$75
Class III	\$300	\$100	\$400	\$100
Classroom Facilities (Evenings Only on Weekdays, Computer Labs Require a Computer Technician)				
Class I	NC			
Class II	\$30	\$10	\$50	\$20
Class III	\$50	\$15	\$75	\$25
Outdoor Facilities				
Class I	NC			
Class II	\$50 per usage		\$50 per usage	
Class III	\$150	\$50	\$150	\$50
Auditorium (Requires Technician)				
Class I	\$150	\$50	\$150	\$50
Class II	\$250	\$100	\$250	\$100
Class III	\$300	\$150	\$300	\$150
Swimming Pool				
Class I	NC			
Class II	\$150	\$50	\$150	\$50
Class III	\$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

Organization Name _____ Date of Application _____

Applicant's Name _____ Work Phone _____

Address _____ Home Phone _____

Organizational Leader _____ Phone _____

Facility Requested _____

Dates/Times Requested _____

School Sponsor _____

Hours of Custodial Services Needed _____ 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 _____ X \$35.00/hr Mon-Sat

Custodial Fee _____

_____ X \$45.00/hr Sunday

Cafeteria Fee _____

Cafeteria Hours _____ X \$35.00/hr Mon-Sat

Technician Fee _____

_____ X \$45.00/hr Sunday

Equipment Fee _____

Auditorium/Technician _____

Other Fees _____

Computer Tech Hrs _____ X \$45.00/hr Mon-Sat

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 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 _____

Copies to be made for Superintendent's Office, School, and Applicant.