



MT. VERNON
COMMUNITY SCHOOL CORPORATION

Facility Rental

Policies, Procedures, and Fees

Facility Use Policies/Procedures

Signing up as an Approved User

Anyone wishing to request space in any facility at Mt. Vernon Community Schools must first sign-up as an approved user on our online facility request program (ML Schedules). Possible users will go to our corporate web page at <http://www.mvcsc.k12.in.us/> Possible users can select "Community" and then select "facility rentals" under the community tab. A new screen will appear with a blue link "Facility Rentals Page." This link will take you to the page where you will register for a new account through ML Schedules.

Fill in all the necessary information, including uploading your groups COI (Certificate of Insurance).

- **Before you can request space, you must upload a copy of your groups certificate of liability insurance form.**

Once this is complete, the user will be notified they have been approved as an approved user to request our facilities.

After approval, approved users will be able to go into ML Schedules and request dates/times and facilities for their event.

Any questions should be directed to Cary Hargis at cary.hargis@mvcdc.k12.in.us or by phone at 317-485-3100 ext 5129

All groups are asked to submit their request to use facilities 7 days prior to their first usage so that equipment, custodians, and any other requests can be gathered and organized.

User Procedures At ALL MVCS Facilities

If your event requires a custodian, a custodian will be assigned to report at the start time of your event, or a little before to unlock restrooms and doors that will be needed. The custodian will stay 1 hour after the end time of your event to ensure all facility area are cleaned and all doors are locked.

Any group that requests to use any facility and charge admission for spectators, or expects to have a large spectator crowd, will be charged a supervisor fee. The need for a supervision fee is determined by the school district. Below are supervisor fees for any event:

2-4 hrs \$50

5-8 hrs \$75

9+ hrs \$150

In the event a custodian is not required and the facility is locked upon arrival, the event requester will have directions or have access to the building with a key card. The exterior doors will not be left unlocked. This prevents unwanted individuals/groups entering the building before/during/after an event. Doors are not to be propped open for any reason. Please designate an individual to let participants in until your start time. When leaving the building after your event, the event requester is responsible for making sure the entrance door is completely shut, locked and not propped open. If there are problems with accessing the building by the event requester, (he/she) should contact Cary Hargis @ 317-417-1266. Any individual(s) without access to the buildings/facility that show up early for the event must wait until the event requester arrives before entering any facility. If the event requester has not arrived at the event start time, the participant waiting to enter the facility needs to contact the event requester/supervisor. If the event requester/supervisor is not available, the participant can contact Cary Hargis @ 317-417-1266.

You are in charge of your parents at ALL TIMES. No one outside of the scheduled group is permitted to use the fields, courts or facility.

You are responsible for your team/group trash pick-up. Please make sure you dispose of all trash in the proper receptacle during and after your scheduled time.

If you are notified by the school district that your scheduled date/time has been canceled for any reason, you will receive a credit to be used on another date providing the date, time, and facility are available. The district will make every attempt to reschedule your event.

If you have not been contacted by the school district to cancel your scheduled date/time and there has been a district cancellation such as early dismissal, delay, or inclement weather approaching, you are responsible for using your discretion to either cancel or not cancel your event. If you chose to cancel your event, a credit be issued to use on another date providing the date, time, and facility are available. The district will make every attempt to reschedule your event.

If this is the case, please inform Cary Hargis at cary.hargis@mvcsc.k12.in.us

It is the supervisor/event requesters responsibility to identify the location of the Automated External Defibrillator (AED) and fire extinguisher(s) in case of an

emergency. In the case of an emergency, call 911 and notify Cary Hargis at 317-417-1266.

It is the supervisor/event requestor responsibility to locate all fire exits and follow the posted fire emergency procedures.

It is the supervisor/event requestor responsibility to locate the posted tornado procedures in the event of a tornado warning during severe weather.

Rental Fees and Charges

It is possible, upon consideration by the Facilities Director, that any group could be up-charged for the labor and materials to allow group access to the facilities for weather related incidents that would normally not be provided by the school corporation at the time of the event.

Payment is due 30 days after invoice. Any group that does not pay in a timely manner (within 30 days) will not be approved for any other requested event and will be sent to collections.

Rental Fees

- Performance Enhancement Field (PEC)
 - Entire Field (no cages) \$150/hr
 - ½ Field \$80/hr
 - ½ Field and 1 cage \$90/hr
 - 1 Cage ONLY \$15/hr

- Mt. Vernon Basketball Court(s)
 - Full Size Court (goals at both ends) \$75/hr
 - ½ gym (full court-3 goals) MVMS/MVHS aux. Gym \$75/hr
 - MVMS/MVHS Aux. gym (full gym-6 courts) \$140/hr
 - Tournaments \$500/day per court

- Mt. Vernon High School Outdoor Turf Field
 - Stadium and Field \$80/hr
 - Daily Tournament Rate \$400/day
 - Stadium and Field \$125/game

- Mt. Vernon Baseball/Softball Fields
 - 2 hr. Practice \$50/practice
 - Game rental \$100/game
 - Tournament \$500/Field per day

- Mt. Vernon Soccer Fields
 - 2 hr. Practice \$50/practice
 - Game rental \$100/game
 - Tournament \$400/field per day

- Mt. Vernon High School Auditorium
 - Outside Non-Profit \$100/hr
 - Outside For Profit \$200/hr
 - Competition etc. \$500/day

- Mt. Vernon Pool
 - \$80/hr
 - \$25/Lane per hour

- Mt. Vernon Cafeteria(s)
 - \$50/hr
 - Cafeteria Servers (if requested)
 - Monday-Friday \$25 per hour
 - Saturday-Sunday \$35 per hour

- Mt. Vernon Classrooms
 - \$25/hr
 - Classroom must be cleaned of trash and returned to original setup at the end of each day (if using for consecutive days). Additional custodial fee of \$30/hr will be charged accordingly to any group not following this requirement.

Additional Charges

- Custodial Charges- \$30/hr
- Auditorium Tech (if needed)
Monday-Friday \$38 per hour
Saturday \$45 per hour
Sunday \$55 per hour
- Cafeteria Servers (if requested)
Monday-Friday \$25 per hour
Saturday-Sunday \$35 per hour
- Supervision
2-4 hrs \$50
5-8 hrs \$75
9+ hrs \$150



SCHOOL BOARD: Shannon Walls Beth Smith Kellie Freeman Tony May Michael McCarty

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