

7510A - USE OF DISTRICT FACILITIES

Applications

1. Any organization or individual desiring to use District facilities shall complete an application (7510 F1) and submit it to the appropriate administrator for approval.
 - 1.1. Completed applications for facility use, when charges are involved, must be accompanied by a deposit in the amount of \$25.
 - 1.2. The appropriate administrator shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
 - 1.3. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use. Use of personnel on weekends and outside of normal operations hours will result in overtime rate of pay for person in the respective job classification.
 - 1.4. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the appropriate administrator **with or without due notice**. All approvals are to be granted with this understanding. The \$25 deposit is refundable when forty-eight (48) hour notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
 - 1.5. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

2. Ineligible Users

- 2.1. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

3. Regulations and Requirements

- 3.1. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- 3.2. The District reserves the right to request payment of estimated fees in advance.
- 3.3. Use of tobacco is prohibited in the building. All users are responsible for complying with this regulation.
- 3.4. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- 3.5. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- 3.6. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- 3.7. District-related organizations may be permitted to have raffles and similar forms of fundraising only when specifically authorized in advance by the Superintendent pursuant to Policy 9211 – Corporation Support Organizations and Policy 9700 – Relations with Special Interest Groups.
- 3.8. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment. See *Fee Schedule*.

- 3.9. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- 3.10. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- 3.11. Buildings will normally be open based on arrangements as requested on the application.
- 3.12. No use during holidays or school-year breaks. During summer vacation, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- 3.13. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- 3.14. A school custodian shall be on duty whenever a facility is being used. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- 3.15. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- 3.16. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- 3.17. The District will not be responsible for any loss of valuables or personal property.
- 3.18. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facilities are being used.
- 3.19. Playground facilities may not be used by individuals after dark and for inappropriate behaviors at any time.
- 3.20. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
4. The buildings and grounds of the Metropolitan School District of Martinsville shall be available for responsible public use subject to uniform regulations:
 - 4.1. For educational, civic, recreational and entertainment programs, sponsored by a responsible citizen or group of responsible citizens of the Metropolitan School District of Martinsville and pertaining to the general welfare of the community. The term "responsible citizen" is intended to mean a resident voter and free holder, and/or a resident voter otherwise financially responsible.
 - 4.2. School property shall not be used for the teaching, promoting, disseminating, or furtherance of any theory or doctrine of a subversive nature, intended or threatening to undermine or overthrow the constituted form of government of the United States of America or the State of Indiana by forcible action.
 - 4.3. School property shall not be used for sectarian religious or church related meetings unless one of the following conditions is met:

- 4.3.1. It is demonstrated that the activity is a joint venture of the churches of the District and that these churches have played an integral part in the planning of such activity. The statement that attendance is "open to all" shall not be deemed sufficient to satisfy this proposition.
 - 4.3.2. An emergency, such as fire or storm damage, exists which prevents a congregation of a church located in the District from meeting in its regular facility.
- 4.4. In any case, the requested activity shall not interfere with school related programs including co-curricular activities. School related programs and activities will take precedence over requests.
- 4.5. The applicants shall be required to certify that said proposed activity will not assist the commission of any act prohibited by law (including discrimination), nor will it affect the peace and quiet of the community, nor will it be injurious to the public welfare. Said applicant must agree to hold the District harmless from all claims to person or property arising from the use of said facility and will reimburse the District for all damages caused to said facility during said usage.
- 4.6. The principals shall be responsible for informing applicants of Board of School Trustees policies and administrative regulations concerning rental of any and all school facilities.
- 4.7. Whenever an event or activity is being planned for either school or public participation, application shall be made to the appropriate personnel in which the function is desired to be scheduled, and due consideration will be given all circumstances which are involved. When a decision is reached, the appropriate personnel shall notify the appropriate person.
- 4.8. Rental fees on all building facilities are to remain the same as outlined in the Administrative Rules which have been approved by the Board of School Trustees while meeting in a regular business session. However, an hourly rate shall be charged for each custodian who is required to be present to open buildings, clean-up, and/or close buildings because of such rental including thirty minutes before and after the event.
- 4.9. Use of school cafeterias at the various levels will consist of the cost of custodian, if needed, plus any expenses resulting from the use of kitchen facilities and kitchen help. At least one (1) kitchen employee is required when kitchen facilities are used.

5. Categories of use are:

5.1. CHURCH GROUP

- 5.1.1. School property cannot be used for sectarian religious or church related meetings unless certain conditions are met as stated in Section 4.3 of this document.

5.2. COMMUNITY ORGANIZATION or SERVICE GROUP

- 5.2.1. Outside service groups and community organizations must provide proof of liability insurance.
- 5.2.2. An employee of the MSD of Martinsville must be present during the event.
- 5.2.3. In the event no employee of the MSD of Martinsville is present outside of normal business hours, the group agrees to pay the custodial charges for the event as well as thirty minutes before and after the event. A \$25 deposit is required at the time of application.

5.3. EMPLOYEE

- 5.3.1. Employees may use the facilities of the building where they work without charge outside of normal school hours for private purposes. Employees are not required to submit proof of insurance if the use of the facility is for the employee and less than 10 other people.
- 5.3.2. Employees should provide proof of liability insurance if they intend to use the facility and have more than 10 people attend the event.

5.3.3. Employees should submit a \$25 deposit at the time of application and pay for the custodian charges during the time of the building use if the event will have more than 30 people in attendance.

5.4. FEEDER ATHLETIC PROGRAM

5.4.1. Events requiring use of outside building facilities must submit proof of liability insurance with the application.

5.4.2. Events requiring inside use of the facilities must submit proof of liability insurance with the application. Events held on Sundays will require the outside organization to pay for the custodian fees during the time of the event as well as thirty minutes before and after the event. A \$25 deposit should be submitted at the time of application.

5.5. POLITICAL GROUP

5.5.1. Use of school buildings by political parties/ candidates is not permitted at times when school is in session, or when such use would interfere with normal school activities or functions. Outside of these restraints, normal fees including a \$25 deposit will be required.