

The following organizations will be among those eligible for use of school facilities:

- A. School Related Organizations: PTO, Boy Scouts, Girls Scouts, 4-H Clubs, Little League, Teacher Professional Organizations, and Harrison County Parks and Recreation Department.
- B. Community Service Organizations: Service Groups, Senior Citizens, Civil Defense, Volunteer Fire Departments, Service Fraternities and Sororities, Religious Organizations--other than schools and Local Taxpayers Associations.
- C. Private and Political Organizations: Unions, Political Parties, Private groups, Private Schools, Church Sponsored Schools.

GENERAL CONDITIONS:

Groups or organizations wishing to utilize school facilities must:

- 1. Recognize that the School Trustees are obligated to the whole public for the protection, proper use, and supervision of public property;
- 2. Realize that such property is never "for rent" in the sense that a civic auditorium, theater, and other rental properties are available;
- 3. Know that such properties cannot be used indiscriminately by individuals or small segments of the population even when maintenance and expense fees are paid;
- 4. Be fully aware that school facilities must be in complete daily readiness for their designated function for school children;
- 5. Understand that no non-school use must be permitted to interfere, even slightly, with the educational program of the schools;
- 6. Sense the necessity for a policy consistently impartial and fair to all taxpayers owners of those facilities;
- 7. Understand that facilities are to be returned in the same condition they were prior to usage;
- 8. Understand that any damage to facilities or equipment which might occur as a result of this usage will be the responsibility of the user.

Amended 1984

APPLICATION AND AGREEMENT FOR USE OF FACILITIES
(Please read carefully)

The UNDERSIGNED, representing _____, hereby attests that they: have read and understand the regulations regarding the use of the School Facilities; agrees to observe both the letter and the spirit of the regulations; and REQUESTS the use of the below specified facilities of the North Harrison Community School Corporation.

Table with columns: BUILDING: (Morgan, NH Elem, NH Middle, NH High), Facility Name, Fee, Cost. Rows include Gym with Locker Rooms, Gym without lockers, Cafe Dining Room, Cafe Kitchen & Dining, Classroom (s), Tennis Courts, Ball Diamond, Track, and Estimated Extra Custodian.

DATE DESIRED: _____ HOURS: _____ TO _____

FUNCTION: _____

ESTIMATED ATTENDANCE: _____ ADMISSION FEE? Yes _____ No _____

AUTHORIZED REPRESENTATIVE: _____

Phone Number: _____ Address: _____

Date: _____

BUILDING PRINCIPAL'S Approved _____ Disallowed _____

Date: _____ Signature _____

(Form Approved 1984)

FEES, USE OF SCHOOL FACILITIES

AR1336

The following schedule of charges shall apply for the use of said facilities unless otherwise approved by the Board of Education:

A custodian must always be present in the building when facilities are being used.

Any group having a meal must have the head cook or her designee present during the period of time that food is being handled.

1. School Related Groups:

During the hours when a custodian or a staff member is on duty there will be no charges unless the function requires an additional amount of time and/or work for the custodian staff and/or food service staff person to complete their regularly assigned duties.

If such additional time and/or work is required there will be a minimum charge for three hours of labor at the rate of 150% of the then current hourly salary of the employee. Additional time beyond the three-hour minimum will also be billed at the rate of 150% of the hourly wage.

2. Community Service Groups:

When no admission fee or meal fee is charged, community service groups may use school facilities for functions involving only their own regular membership on the same basis as outlined for school related groups. On those occasions when community service groups sponsor programs at which an admission fee or a meal fee is charged or people other than the regular membership of the organization are involved, they will be subject to the same charges as listed for private and political organizations, unless waived by the superintendent.

The Board--thru its administrative staff--reserves the right to limit the number of times per year that a given group may utilize the facilities without paying additional fees.

3. Private and Political Organizations:

Private and political organizations will be charged the following rates for building usage. (This fee covers heat/cooling, lighting, and limited custodial service during normal working hours for the custodial staff. Any additional custodial time or services or time beyond the normal working hours of the custodial will be billed at the rate of 150% of the custodian's hourly wage for each extra hour worked.)

FEES:

A. Classrooms in all buildings: \$20.00 for 3 hours or less--each additional hour @ \$5.00 per hour.

B. Cafeteria dining room only: \$45.00 for 3 hours or less—each additional hour @ \$10.00 per hour.

C. Cafeteria with kitchen: \$85.00 for 3 hours or less—each additional hour @ \$10.00 per hour.

The head cook--or her designee--must always be present when the kitchen is being used and is to be paid at the rate of 150% of her regular hourly salary for each hour worked with a minimum charge for 3 hours of labor.

If the meal is prepared and sold by the cafeteria staff, there will be no charge for the use of the cafeteria facilities of the food service staff.

D. Auditeria dining room only: \$100.00 for 3 hours or less--each additional hour @ \$20.00 per hour.

- E. Auditeria with kitchen: \$150.00 for 3 hours or less--each additional hour @ \$20.00 per hour.

The head cook--or her designee--must always be present when the kitchen is being used and is to be paid at the rate of 150% of her regular hourly salary for each hour worked with a minimum charge for 3 hours of labor.

If the meal is prepared and sold by the cafeteria staff, there will be no charge for the use of the cafeteria facilities of the food service staff.

- F. Gymnasium only with locker rooms: \$150.00 for 3 hours or less with free admission; \$300.00 for three hours or less with admission charge--each additional hour at the rate of 20% of the basic three hour fee.

- G. Gymnasium only without locker rooms: \$125.00 for 3 hours or less with free admission; \$250.00 for three hours or less with admission charge--each additional hour at the rate of 20% of the basic three hour fee.

- H. Football Field and Track: \$30.00 for 3 hours or less with free admission; \$250.00 for 3 hours or less with admission--each additional hour at the rate of 20% of the basic three hour fee. There will be an additional flat fee charge of \$35.00 if the lights are used.

- I. High School Baseball Field: No charge with free admission; \$100.00 for three hours or less with admission charge--each additional hour at the rate of 20% of the basic three hour fee.

Any organization paying rental fees will also be required to make a \$50.00 deposit to cover damages or breakage which might result during the use of the school facilities. The fee will be refunded if no damage or breakage claims are made. Damages above the \$50.00 deposit will be billed to the organization renting the facilities.

4. All rental fees and payments shall be channeled through the Superintendent's Office.

Revised 1984
Amended 1994

POLICY:

To protect the general welfare of participating community members and minimize claims of liability brought against the School Corporation, community agencies using school facilities involving an admission and/or the sales of a product(s) and/or sponsorship of a physical activity must present a current certificate of insurance verifying ownership of liability insurance with minimum limits of \$1,000,000/\$2,000,000 Bodily Injury and \$200,000 Property Damage prior to gaining approval of the use of school facilities from the school official responsible for approving use of the requested facilities.

ADMINISTRATIVE REGULATIONS:

AR1338

On receiving a request for the use of facilities from a community agency, the school official responsible for the facilities to be used, will inform the representative(s) of the requesting agency that if an admission is to be charged and/or a product is to be sold and/or participants will be involved in physical activities, then the community agency must present a current certificate of insurance verifying ownership of liability insurance with minimum limits of \$1,000,000/\$2,000,000 Bodily Injury and \$200,000 Property Damage prior to gaining approval for the use of facilities. If an edible product is to be sold, then the liability insurance must include coverage of the specified amount for product liability.

Prior to approving the "Application and Agreement" document of the requesting user, the school official responsible for the facilities to be used will obtain a copy of certification of insurance and attach a copy of the certification to the white copy of the "Application and Agreement" along with the signed indemnification agreement which is forwarded to the Office of the Superintendent.

Approved March 4, 1982