

NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION

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COMMUNITY USE OF SCHOOL FACILITIES

North Montgomery Community School Corporation (NMCSC) encourages the use of its school facilities by citizens living in the school district. Groups interested in using the school facilities must review the enclosed guidelines and submit an application to the building Principal of the facility requested. School facilities are not to be used for commercial or personal gain without the authorization of the Board of School Trustees.

Enclosed are the policies governing the use of facilities. Please read the rules and regulations carefully because your signature on the application signifies that you have read, understood and agree to comply with these rules and regulations.

Also included in this packet are the insurance requirements, a listing of the classifications used to describe the type of group wishing to use facilities, and a fee schedule based upon the group classification. The policy of allowing community groups to use NMCSC facilities can only be continued through the cooperation of all parties involved. If there are any questions or concerns, please feel free to contact the school corporation office at 765-359-2112.

FACILITIES AVAILABLE FOR PUBLIC USE

Elementary School Cafeteria
Elementary School Gymnasium
Northridge Middle School Cafeteria
Northridge Middle School Gymnasium
Northridge Middle School Multi-Purpose Room
Northridge Middle School Distance Learning Lab
North Montgomery High School Cafeteria
North Montgomery High School Gymnasium
North Montgomery High School Field House
North Montgomery High School Auditorium
North Montgomery High School Pool
North Montgomery High School Distance Learning Lab

INSURANCE REQUIREMENTS

All non-school groups must provide proof of insurance with limits of no less than \$1,000,000.00 combined single limit liability for both bodily injury and property damage liability and in addition naming the NMCSC as an additional insured. A single Release and Indemnification Agreement must be completed by the appropriate representative using the facility.

GENERAL RULES AND REGULATIONS

1. A custodian must be on duty whenever building facilities are being used; a food service staff member must be on duty when kitchens are used; an approved pool and field house supervisor must be on duty when the pool or field house is used.
2. Organizations approved to use facilities may not assign, transfer, sublet, or charge a fee for use of facilities, unless special permission is granted by the Board of School Trustees.
3. All activities must be under competent adult supervision. A custodian will supervise the operation of the facilities but is not required to supervise the group or its activities.
4. All permits are revocable and will not be considered as a lease. The Board of School Trustees or its authorized agent may reject any application for any reason.
5. Furniture and equipment owned by the district shall not be moved from one school to another without authorization from the Central Office.
6. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with normal school operations and programs.
7. School property shall not be used for teaching, promoting, disseminating or furthering of any theory or doctrine of a subversive nature.
8. Organizations using the school facilities shall agree to indemnify the district for any and all damage by any person or persons attending the event. Likewise, the NMCSC will be held harmless against any and all liability and damages to person(s), their agent(s) and employees from and against all claims, damages, losses and expenses including attorney fees.
9. No smoking is allowed in the buildings or athletic facilities.
10. The use of intoxicating beverages or substances is prohibited anywhere in or on the premises. Persons in attendance must confine themselves to the areas assigned. Disorderly conduct is prohibited. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.
11. All programs, performances or any usage of facilities must conclude by 12:00 midnight, unless prior permission is obtained from the building Principal.

12. Any use of recreational, audio-visual, or other school equipment must show item need and approval on the use permit. Competent equipment operators will be provided by the school at permit holder's expense.
13. Regular school activities and organizations shall have priority in requesting the use of any school facilities.
14. All organizations, using school facilities, must fill out an application regardless of charge.
15. All organizations must submit an application to the Board of School Trustees for use of facilities on Sundays or holidays. The Board must approve these times at their monthly business meeting prior to usage.
16. Any organization using school facilities, where set-up is required, must contact the building Principal or designee at least one (1) week in advance of the event.
17. The swimming Pool Director, Athletic Director and/or Food Service Director must be contacted in advance so that specific arrangements can be made for the use of the pool, field house, or cafeteria.
18. All Federal, State and Local laws must be adhered to at all times.
19. The above rules may only be changed by the Board of School Trustees or its authorized agent.

GROUP CLASSIFICATIONS

CLASS I

Groups classified as Class I typically fall into one of the following three types of groups:

- School related student, teacher and parent groups, e.g., student clubs, P.A.C., P.T.O., etc.
- Organized local youth groups, e.g., Brownies, Scouts, 4-H, school athletic associations.
- Organized local adult groups for special meetings sponsored by local civic organizations, which are of general interest, educational, open to public, and no admission fee is charged.

CLASS II

Organized, not-for-profit, community service and citizens groups that charge admission or take free-will offerings and /or donations, e.g., Jaycees, Kiwanis, Lions, sororities, community clubs, political parties, and church-related groups. Tax-exempt numbers must be furnished with permit application.

CLASS III

For profit groups. May only use the facilities with the approval of the Board of School Trustees.

RENTAL FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

<u>FACILITY</u>	<u>CLASS I</u>	<u>CLASS II</u>	<u>CLASS III</u>
Cafeteria	No Charge*	\$25/1 st Hour \$10 @ add'l Hour	TBD
Gymnasiums/Pool/MS Multi-Purpose	No Charge*	\$50/1 st Hour \$25 @ add'l Hour	TBD
Distance Learning	No Charge*	\$50/1 st Hour \$25 @ add'l Hour	TBD
High School Field House	No Charge *	\$100/1 st Hour \$25 @ add'l Hour	TBD
High School Auditorium	No Charge *	\$100/1 st Hour \$50 @ add'l Hour	TBD

**** A certified Life Guard must be employed per every 20 adults during the use of the pool. A certified Life Guard must be employed per every 10 children under the age of 18 during the use of the pool. When children under 18 are using the pool, it is highly recommended that one water safety instructor be present.**

*** NOTES REGARDING OTHER FEES:**

1. For Class II and III classifications, custodians and food service staff will be paid \$25 per hour if an activity is held outside the normal working hours, with a guarantee of a minimum of two (2) hours.
2. If extra clean up is required after the activity, the renting organization will be responsible to pay custodial fees incurred at \$25 per hour per employee.
3. The swimming pool and auditorium supervisors will be paid at contracted hourly rates (TBD). Technical crew pay for the auditorium and lifeguard pay for the swimming pool are in addition to the rental fee (TBD).
4. Rental fees are payable to the NMCSC. Custodial, food service, pool, field house, auditorium supervisors, lifeguard(s) and technical crew fees are to be paid directly to NMCSC Central Office. NMCSC will take responsibility in paying workers.
5. The Board of School Trustees or its authorized agent reserves the right to waive and/or reduce fees on a case-by-case basis.

Revised 2-26-18 (hourly rates changed)
Board approved 2-26-18