

# guidelines

OFFICE OF THE SUPERINTENDENT  
SCHOOL CITY OF HOBART

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## USE OF CORPORATION FACILITIES

### Applications

Any organization or individual desiring to use Corporation facilities shall complete an application (7510 F1) and submit it to the building principal for approval.

- A. The Director of Support Services 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.
- B. The Superintendent will approve all requests and send the request back to the Director of Support Services. If the application is not approved, all deposits included with the application will be returned with the application.
- C. 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.
- D. The Corporation 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 Superintendent with or without due notice. All approvals are to be granted with this understanding.
- E. 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.

### Ineligible Users

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

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## Regulations

- A. 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.
- B. The Corporation reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco is prohibited in the building. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.
- E. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation 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.
- F. The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.
- G. Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- H. 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.
- I. 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.

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- J. Use during summer vacation, on holidays, 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.
- K. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in Corporation buildings or on Corporation grounds.
- L. A school custodian shall be on duty whenever a facility is being used except as exempted by an administrator. 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.
- M. Responsibility for enforcement of rules and regulations concerning use of Corporation 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 Corporation facilities.
- N. 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.
- O. The Corporation will not be responsible for any loss of valuables or personal property.
- P. 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.
- Q. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.

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## CHARGES AND PRIORITIES FOR USE OF SCHOOL FACILITIES

To ensure fairness and consistency in the implementation of School Board policy governing use of school facilities, the following categories are established to determine priorities and a schedule of fees for approved users outside regular or extracurricular programs or activities, when designated space and facilities are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

### Fee Arrangements and Priorities

#### A. Category 1: School-Affiliated Groups

School-affiliated groups for Hobart students are defined as those whose activities directly relate to the Corporation.

##### Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed.

\*\*Hobart coaches targeting Hobart students where the money goes back into the program will be placed in this category.

#### B. Category 2: Hobart Community Youth

Hobart community youth groups, defined as those providing educational, recreational, and cultural activities, will be granted second priority to available space and facilities.

\*\*76-100% of participants must be Hobart residents.

##### Fees for Category 2:

Fees for regularly-scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the Corporation.

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In addition, requests for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

Special areas such as varsity fields, the pool, and the theatre may not be approved.

C. Category 3: Non-Hobart Community Youth

Non-Hobart community youth groups, defined as those providing educational, recreational, and cultural activities, will be granted third priority to available space and facilities.

\*\*75% of participants or less are Hobart residents.

Fees for Category 3:

Fees for regularly-scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the Corporation.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

Special areas such as varsity fields, the pool, and the theatre may not be approved.

When activities involve ticket sales or admission fees, an additional fee will be charged based on the relationship of the admission price to the actual costs.

D. Category 4: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies; groups primarily composed of Corporation residents providing civic, educational, or cultural activities and staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a fourth priority basis.

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## Fees for Category 4:

Fees for regularly-scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the Corporation.

In addition, requests for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services (security) shall require an additional negotiated fee.

Special areas such as varsity fields, the pool, and the theatre may not be approved.

When activities involve ticket sales or admission fees, an additional fee will be charged based on the relationship of the admission price to the actual costs.

## E. Category 5: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of Corporation residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals; will be assigned fifth priority of available spaces.

## Fees for Category 5:

Fees for regularly-scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the Corporation.

In addition, requests for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services (security) shall require an additional negotiated fee.

Special areas such as varsity fields, the pool, and the theatre may not be approved.

When activities involve ticket sales or admission fees, an additional percentage will be charged based on the relationship of the admission price to actual costs.

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## SUPERVISION OF RENTED FACILITIES

- A. Each group requesting the use of Corporation facilities must use the services of a Corporation custodian and must pay for such services.
- B. Each group requesting the use of Corporation facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the Corporation facilities.
- C. If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
- D. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of Corporation facilities.
- E. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.