

USE OF SCHOOL FACILITIES

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

Corporation facilities shall be available for the below-listed uses. When there are competing interests for such uses, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses by not-for-profit or for-profit organizations providing child care programs which meet the State requirements and additional conditions established by Board policies and the Superintendent's guidelines
- C. uses and groups indirectly related to the schools
- D. meetings of employee associations
- E. uses for voter registration and elections
- F. departments or agencies of the municipal government
- G. other governmental agencies
- H. community organizations or groups of individuals except those formed primarily for social or political purposes

The use of Corporation grounds and facilities shall not be granted for:

- A. private social functions; or
- B. any purpose which is prohibited by law.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Director of Homeland Security for the City of Hobart to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

policy

**BOARD OF SCHOOL TRUSTEES
SCHOOL CITY OF HOBART**

PROPERTY
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The Superintendent shall develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees.

Rental fee schedules must be no less than fixed costs to the School Corporation of rental use including custodial costs, otherwise the School Corporation will be required to underwrite costs of non-school programs and fewer funds will be available for the educational needs of the Corporation.

The Superintendent has the authority to grant rental fee waivers only if non-school use directly benefits or relates to the Corporation, provides scholarships or financial aid for students or involves community (youth) activities, or if a group suffers extenuating circumstances. No waiver will be granted for custodial costs, lifeguards or supervisors. The Board will hear appeals of waiver denials.

School-approved or school-sponsored organizations will not be subject to the fee schedule, however, the designation of an organization as school-sponsored or school-approved must be made by the Superintendent of his/her designee (assistant superintendent for business). Annual designation as a school-approved organization is required.

All permits issued are subject to cancellation with or without due notice for any reason school officials may deem in the best interest of the schools and/or community.

Liability -- The renter must agree to save and hold harmless the School City of Hobart and agrees to assume responsibility for all liabilities arising incident to the occupancy of the facility, it being understood and agreed that the School Corporation assumes no obligations respecting the use of such premises.

At the discretion of the Superintendent, the use of specialized equipment such as stage lighting, scenery, curtains, projectors, public address systems, bleachers, etc., shall be permitted only when operated by school employees or other persons authorized by school officials. The cost of operators of this equipment is included in the rental fee.

Concession and check room rights are reserved by the school, unless otherwise stipulated.

Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by Corporation guidelines.

- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where guidelines so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

I.C. 20-26-5-1, 20-26-5-4, 20-26-8-1
511 IAC 6-2-1(b)(5)

School City of Hobart Facility Rental Fee Schedule

Fees are assessed on an hourly basis

| Location | Category 1 | Category 2 | Category 3 | Category 4 | Category 5 | HVAC* |
|---------------------------------|----------------------|------------------------------|----------------------------------|----------------------------------|---------------------------------|------------------|
| | School Affiliated | Hobart Community Youth | Non-Hobart Community Youth | Community Nonprofit Groups | Private, Nonprofit Groups | A/C Surcharge |
| HIGH SCHOOL - Indoor | | | | | | |
| Main Gym | \$ - | \$ 10.00 | \$ 20.00 | \$ 20.00 | \$ 50.00 | \$ 50.00 |
| Aux. Gym East | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 50.00 |
| Aux. Gym West | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 50.00 |
| Field House | \$ - | \$ 15.00 | \$ 30.00 | \$ 30.00 | \$ 75.00 | \$ 50.00 |
| Gymnastics | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 50.00 |
| Great Hall | \$ - | \$ 10.00 | \$ 20.00 | \$ 20.00 | \$ 50.00 | \$ 50.00 |
| Board Room | \$ - | \$ 10.00 | \$ 20.00 | \$ 20.00 | \$ 50.00 | \$ 50.00 |
| Auditorium | \$ - | \$ 10.00 | \$ 20.00 | \$ 20.00 | \$ 50.00 | \$ 50.00 |
| Brickie Stop | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 50.00 |
| Media Center | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 50.00 |
| Computer Lab | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 50.00 |
| HIGH SCHOOL - Outdoor | | | | | | |
| Brickyard (No Lights) | \$ - | \$ 30.00 | \$ 60.00 | \$ 60.00 | \$ 150.00 | N/A |
| Brickyard (With Lights) | \$ - | \$ 60.00 | \$ 120.00 | \$ 120.00 | \$ 300.00 | N/A |
| Baseball Field (1&2) | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | N/A |
| Softball Field (1&2) | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | N/A |
| Soccer Practice Field | \$ - | \$ 10.00 | \$ 20.00 | \$ 20.00 | \$ 50.00 | N/A |
| Tennis Courts (each) | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | N/A |
| Tennis Courts (All No Lights) | \$ - | \$ 50.00 | \$ 100.00 | \$ 100.00 | \$ 250.00 | N/A |
| Tennis Courts (All With Lights) | \$ - | \$ 60.00 | \$ 120.00 | \$ 120.00 | \$ 300.00 | N/A |
| MIDDLE SCHOOL | | | | | | |
| Pool | \$ - | \$ 15.00 | \$ 30.00 | \$ 30.00 | \$ 75.00 | \$ 35.00 |
| Main Gym | \$ - | \$ 10.00 | \$ 20.00 | \$ 20.00 | \$ 50.00 | \$ 35.00 |
| Aux. Gym | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 35.00 |
| Auditorium | \$ - | \$ 10.00 | \$ 20.00 | \$ 20.00 | \$ 50.00 | \$ 35.00 |
| Cafeteria | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 35.00 |
| Lecture Room (A/B) | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 35.00 |
| Wrestling Room | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 35.00 |
| Media Center | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 35.00 |
| ELEMENTARY SCHOOLS | | | | | | |
| Gym | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 25.00 |
| Cafeteria | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 25.00 |
| Media Center | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 25.00 |
| Computer Lab | \$ - | \$ 5.00 | \$ 10.00 | \$ 10.00 | \$ 25.00 | \$ 25.00 |
| OTHER | | | | | | |
| Kate Corgan Field | \$ - | \$ 10.00 | \$ 20.00 | \$ 20.00 | \$ 50.00 | N/A |
| Mundell Field (No Lights) | \$ - | \$ 10.00 | \$ 20.00 | \$ 20.00 | \$ 50.00 | N/A |
| Mundell Field (With Lights) | \$ - | \$ 25.00 | \$ 50.00 | \$ 50.00 | \$ 125.00 | N/A |

RENTAL FEES SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

Custodial Fees of \$26.50 an hour may or may not be charged, depending on time of rental

HVAC Surcharges apply from June 1 - August 30

The School City of Hobart reserves the right to reject any request for use of school facilities. All such decisions will be made in accordance with application of board policy and administrative guidelines as well as state and federal law. It shall be based on school officials' determination of the best interest for the school corporation and not based the political viewpoint or popularity of the sponsoring group's message or viewpoint.

REGULATIONS FOR USE OF FACILITIES

The use of tobacco products is prohibited at all times on all school corporation property. All users are required to comply with this policy.

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.

The Corporation reserves the right to request payment of estimated fees in advance.

Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.

Decorations must be fireproof and are to 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.

The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.

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.

The use of materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

Uses 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 charged to 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.

Buildings will normally be open thirty (30) minutes prior to the activity and for thirty (30) minutes after its scheduled end, unless other arrangements are requested on the application, and approved. Please note you will be charged for this time according to the rental contract, unless other arrangements are requested and approved.

Use during summer vacation, on holidays, or on other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

No unauthorized method for obtaining funds, including any form of gambling, is permitted in Corporation buildings or on Corporation grounds.

A school custodian shall be on duty whenever a facility is being used except as exempted by the building 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 current hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rest 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.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.

The Corporation will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.

Non-marking gym shoes must be worn when using any gymnasium floor.

Playground facilities may not be used after dark.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.

Rental fees are subject to change without prior notice.

The School City of Hobart reserves the right to reject any request for use of school facilities. All such decisions will be made in accordance with application of board policy and administrative guidelines as well as state and federal law. It shall be based on school officials' determination of the best interest for the school corporation and not based the political viewpoint or popularity of the sponsoring group's message or viewpoint.

A certificate of public liability insurance covering the event must be secured and on file in the superintendent's office before permit for use of these facilities is signed by the superintendent. The insurance required: \$1,000,000 bodily injury and property damage combined single limit (CSL). School City of Hobart and the Hobart Building Corporation should be included as Additional Insured's on the lessee's liability insurance and so listed on the certificate of insurance.

SUPERVISION OF RENTED FACILITIES

Each group requested the use of Corporation facilities must use the services of a Corporation custodian and must pay for such services.

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.

If the supervisor, as designed 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.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of Corporation facilities.

The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

Professional security services may be requested by the school corporation. If requested, the rented is responsible for obtaining security services acceptable to the school corporation. The renter is fully responsible for paying for such use.

The school corporation may also request that a supervisor(s) appointed by the corporation, supervises the event. The supervisor(s) will be an employee of the school corporation. The renter is responsible for paying for the supervisor(s) as well.

REQUEST FOR USE OF SCHOOL FACILITIES

SECTION 1 – TO BE COMPLETED BY APPLICANT

Name of Group/Individual Making Request _____

1. School Requested: _____

2. Facility Requested: *Please place a check mark next to facilities you are requesting.*

HIGH SCHOOL

____ Classroom

____ Main Gym

____ Aux. Gym East or West

____ Field House

____ Gymnastics

____ Great Hall

____ Board Room

____ Auditorium

____ Brickie Stop

____ Media Center

____ Computer Lab

____ Brickyard– No Lights

____ Brickyard y – Lights

____ Baseball Field (1 or 2)

____ Softball Field (1 or 2)

____ Soccer Practice Field

____ Tennis Courts (Each- No Lights)

____ Tennis Courts (All – No Lights)

____ Tennis Courts (All – With Lights)

____ Other _____

MIDDLE SCHOOL

____ Classroom

____ Pool

____ Main Gym

____ Auxiliary Gym

____ Auditorium

____ Cafeteria

____ Lecture Room (A or B)

____ Wrestling Room

____ Media Center

____ Other _____

ELEMENTARY SCHOOLS

____ Classroom

____ Gym

____ Cafeteria

____ Media Center

____ Computer Lab

____ Other _____

OTHER

____ Kate Corgan Field

____ Mundell Field (No Lights)

____ Mundell Field (With Lights)

____ Other _____

3. Name of Group/Individual Making Request _____
4. Address of Group/Individual Making Request _____
 City _____ State _____ Zip Code _____
5. Contact Phone # _____
6. Contact email address _____
7. Group Supervisor (Person in charge of event) _____
8. Purpose of function _____
9. Will an admission fee be assessed? _____ If yes, what is the cost of admission? \$ _____
10. Describe any items to be sold _____
11. Purpose of money received _____
12. Type of materials to be distributed _____
13. Number of attendees _____
14. Number of attendees that are Hobart residents _____
15. Percentage of Hobart resident attendees _____
16. Day(s), Date(s), and Time(s) needed _____

17. Will you require the use of any of the following? (there may be a charge for such use)

- | | |
|------------------------|-----------------------------------|
| _____ Stage | _____ Ticket Table & Chairs (No.) |
| _____ Special Lighting | _____ Locker Rooms |
| _____ Piano | _____ Folding Chairs (No.) |
| _____ Projector/Screen | _____ Large Folding Tables (No.) |
| _____ Podium | _____ Other _____ |

18. Describe setup required if other than normal _____

19. Additional Requests or Comments _____

20. A certificate of public liability insurance covering the event must be secured and on file in the superintendent's office before permit for use of these facilities is signed by the superintendent. The insurance required: \$1,000,000 bodily injury and property damage combined single limit (CSL). School City of Hobart and the Hobart Building Corporation should be included as Additional Insured's on the lessee's liability insurance and so listed on the certificate of insurance.

21. Rental fees are due and payable to the School City of Hobart, upon receipt of school corporation billings, which will be processed at the conclusion of use.

Please call the Director of Support Services office with any questions you may have at 942-1388 extension 8965, or email facilities@hobart.k12.in.us.

As a condition of use of physical fitness facilities of the School City of Hobart, applicant agrees to provide to each participant the following notice pursuant to I.C. 34-31-10:

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

and obtain a signed release* by the individual or parent or guardian of an individual under 18 years of age, in favor of the School City of Hobart and Hobart Building Corporation. *(Use the form that is attached to the Request for Use of School Facilities, you are responsible for keeping all signed releases on file).

The applicant hereby agrees to indemnify and hold harmless the School City of Hobart and Hobart Building Corporation from any and all liability for damages to any person or property in or about the school corporation premises from any cause whatsoever, and from any loss resulting from the failure of applicant to provide notice or secure signed releases from all participants. All persons or groups using the school facilities shall be responsible for the proper supervision, control, and accommodations of the persons attending the event. The applicant agrees to be responsible for the preservation of order. Further, in accordance with State requirements and school board policy, we agree that there shall be no use of tobacco or controlled substances on school corporation premises.

Signature

Date

Printed Name

Title

SECTION 2 – FOR SCHOOL CORPORATION USE ONLY

1. Category of user (See AG 7510B)
Category 1 – School Affiliated _____
Category 2 – Hobart Community Youth _____
Category 3 – Non-Hobart Community Youth _____
Category 4 – Community Nonprofit Groups _____
Category 5 – Private Nonprofit Groups _____
2. Time of Occupancy _____ to _____ # of Hours _____

RELEASE REGARDING USE OF PHYSICAL FITNESS FACILITY

As a condition of use of physical fitness facilities owned by the School City of Hobart or Hobart Building Corporation, the undersigned agrees to release said entities from liability for the inherent risk of injury in physical fitness activities engaged in at those facilities, and acknowledges receipt of the following notice pursuant to I.C. 34-31-10:

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

Dated: _____

Participant (Please print)

Participant Signature

Parent/Guardian (Please print)

Parent/Guardian Signature