

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)