

Date:

Permit for Use of School Property

Tri-Creek School Corporation
195 W. Oakley Avenue, Lowell, IN 46356

Permit No.:

Name of organization: _____

Membership percent of Tri-Creek residents: _____

Group classification (A, B, C, D, E, or F): _____

Event: _____

Purpose: _____

School requested: _____ Attendance expected (no.): _____

Date(s): _____ Building open from _____ to _____

Date(s): _____ Building open from _____ to _____

Facility requested: _____

Equipment requested: _____

Charges

A) Basic rental: Number of uses _____ at _____ = _____
(rate) (sub-total)

B) Basic rental: Number of uses _____ at _____ = _____
(rate) (sub-total)

C) Custodians: _____ X _____ at _____ = _____
(number) (no. of hours) (rate) (sub-total)
Assigned Custodian _____ Phone No. _____

D) Special personnel: _____ X _____ at _____ = _____
(number) (no. of hours) (rate) (sub-total)
Assigned Personnel _____ Phone No. _____

Total number of days of use X total of A, B, C, D = _____
(total charges)

Read "Policy for Use of School Facilities" with care before signing this agreement. We have read, fully understand and agree to abide by the rules, regulations, and restrictions governing the use of these facilities and agree to be responsible for any damage to school property due to such occupancy and for the strict observance of the rules and regulations of the Board of School Trustees relative to the use of such facilities. We also agree to pay any designated fees payable upon submitting application.

***** IMPORTANT: NO VEHICLES ON ANY GRASSY AREAS! *****

Name (please print)

Street

Signature

City State Zip

Home phone:

Pager:

Work phone:

Fax:

The above request does not interfere with the educational program of the school. The use of necessary facilities for the above dates has been scheduled subject to approval from the personnel listed below.

Approved: _____ Principal: _____
(date)

_____ Athletic Director: _____
(date)

_____ Director of Operations: _____
(date)

Certificate of Insurance is on file; expiration date _____

The Tri-Creek Board of School Trustees and Administration subscribe to the philosophy that, whenever possible, district-wide facilities will be made available for public use. The application of this policy requires that all organizations (profit or non-profit) requesting use of school facilities adhere to a procedure which explicitly defines responsibility and outlines charges deemed necessary by the School Administration and Board of Trustees.

A. School Buildings and Property:

1. This section is for organizations, companies, businesses, or persons within the Tri-Creek community.
2. **Public Meetings:** Use of school buildings for public meetings which are non-profit and non-controversial in nature and of benefit to the general welfare of the community is authorized with minimal charges attached. Private usage of buildings for such things as wedding receptions, parties, showers, etc. will not be permitted.
3. **Supervision:** The buildings and facilities must be supervised by an adequate number of adult sponsors to assure proper care and use of school property. The school board through its Administration will appoint all supervisors/directors of extra-curricular and community activities. Fitness/Weight Room Supervisors must be certified and recommended by the Athletic Director.
4. **Moving and Adjusting School Equipment:** The moving and adjusting of school equipment, operating the public address system, and similar tasks will be done under the direction of a qualified school employee. Only the Auditorium Director, as designated by the principal and approved by the Board, may operate light and sound for the Auditorium.
5. **School Function:** The Board of School Trustees will provide janitor services for any function which is strictly a school affair and is properly supervised by school officials.
6. **Safety and Order:**
 - a. The use of all-terrain vehicles (ATVs), snowmobiles, mini-bikes, go-carts, skateboards, golf clubs and carts, roller blades, roller skates, street hockey, and model airplanes is prohibited on school grounds.
 - b. The use of any non-school vehicle (cars, trucks, snowmobiles, ATVs, etc.) on the unpaved areas of the school grounds is prohibited.
 - c. The possession and/or use of guns and other weapons of any kind are prohibited on school grounds.
 - d. No animals are permitted on school grounds without administrative approval.
 - e. A 10-m.p.h. speed limit will be enforced on all school grounds.
 - f. Practices or games by any non-school group are not permitted on the lawns, game fields, practice fields, or baseball fields unless authorized by the athletic director.
 - g. When the building is closed due to weather or other emergency, all activities are cancelled.
7. **Special Conditions:** The Board of School Trustees may at any time review its policy on use of facilities if a special condition presents itself which warrants special consideration.
8. Only school staff will operate kitchen equipment and auditorium lights and sound equipment.

B. Procedure for Requesting Use of School Facilities:

1. Requests that specify a need for space other than athletic facilities should be directed to the principal of the building in question. All others should be directed to the School District Athletic Director, Lowell Senior High School, 2051 East Commercial Avenue, Lowell, IN 46356 (696-7733, ext. 28).
2. Facility Use Permit applications should be submitted to the building principal and athletic director for approval based on availability of requested facility. The principal shall make necessary arrangements with the food service director if it is necessary to have a cook in the kitchen.
3. If the application is approved at the primary (building or athletic director) level, it is then submitted to the superintendent's office for consideration.
4. Final approval is the responsibility of the superintendent.
5. Approval or denial by the superintendent will be communicated by phone through the building principal.

C. Non-Profit Organizations:

1. Children's organizations, such as 4-H, scouts, etc., and non-profit service organizations, such as the Women's Club, Jaycee's, etc., will be allowed to use facilities for meetings with minimal charge.
2. All school-related activities may use the facilities free of charge.

D. Profit-Making Organizations:

1. Cost for using school facilities will be determined by the space desired plus custodial service. Said service is based on time-and-a-half pay plus FICA for working beyond the normal routine. Profit-making organizations may be expected to share a portion of the profits with the school district.

E. Use of Kitchen:

1. When kitchen areas are to be used for serving meals and equipment is to be used, a kitchen supervisor must be present. The kitchen supervisor shall be paid a minimum of \$35 for up to three hours work. Pay shall be at the hourly rate thereafter. Additional cooks shall be paid the maximum hourly rate at time-and-a-half plus FICA for their time.
2. If kitchens are to be used for serving coffee, sandwiches, etc. where no use of equipment is necessary, the organization using the facility assumes full responsibility for kitchen management, and a person must be designated as manager or supervisor.

F. All Organizations:

1. Shall designate a person in charge who is responsible for activities of its members.
2. Shall assume the cost of damage to the building or grounds while the group is using it.
3. Shall strictly limit attendance to members of the organization or group when the facility is being used for recreational purposes.
4. Shall assume responsibility of liability in case of accident or injury to member participants.
5. Shall agree that no expense or indebtedness shall accrue to the school corporation by reason of the use of the facilities.
6. Shall agree that the school corporation shall not be liable for any amounts whatsoever due to the use of the property.
7. Shall not make any improvements to the premises unless authorized in writing by the superintendent. Such improvements upon completion shall become property of the school corporation.
8. Shall present proof of insurance coverage providing liability on the premises, spectators, and/or customers in an amount to be agreed upon by the organization and the superintendent. Certain groups will be exempted from this provision.

G. Use of Buildings and Grounds

The Board of School Trustees recognizes the capital investment the community has made in the school buildings and facilities and believes such facilities should be available for legitimate purposes so long as the usage does not restrict the educational program or subject the corporation to additional operational expense or liability.

1. Group Classification:

For the purpose of access eligibility, scheduling priority, and fee schedules, groups are classified below. Private individuals or families are not eligible.

- a. Group A – School-sponsored and directed.
- b. Group B – School-related service organizations (e.g., PTO, Booster Clubs, curricular and related activities).
- c. Group C – Community-based youth service (e.g., scouts, 4-H, AAU, youth sports, park department, youth programs).
- d. Group D – Community service organizations (e.g., service clubs, churches, governmental agencies, colleges).
- e. Group E – Community adult athletic groups (e.g., sports leagues, employee organizations).
- f. Group F – Commercial youth service (e.g., dance studios, sports clubs, private for profit).
- g. Group G – Commercial enterprise (e.g., private businesses).

The intent of the Board of School Trustees is to make the facilities available to groups within the Tri-Creek School boundaries. Groups must be composed of at least 2/3 Tri-Creek residents to be eligible. Groups outside the Tri-Creek area or those not composed of 2/3 Tri-Creek residents are generally not eligible, but may petition the superintendent for special consideration. The building administrator will determine the classification of the requesting group and is authorized to waive rental charges where deemed appropriate.

2. Availability:

- a. The principal or his/her designee(s) will determine the time for the use of the building.
- b. Prior approved use of the building facility may be canceled if a school function arises.
- c. The use of school facilities on non-school days for non-school groups is discouraged.
- d. Scheduling priority is based on group classification. Group A is given priority over B, B over C, etc.
- e. Outdoor scoreboards, the press box, concession stands, outdoor lighting, etc. are not available for use by any group or organization without Board of School Trustees' approval.

3. Charges:

- a. Check with building principal for fee schedule. The charge is based on a use of one to four hours unless otherwise indicated.
- b. Special personnel:
 - (1.) There will not normally be a charge for custodians if they are on duty, and there are no special needs, set up, or clean up associated with use. Where a custodian is required, the group will be charged the maximum hourly rate at time-and-a-half plus the cost of FICA.
 - (2.) Where the kitchen cafeteria is utilized, kitchen employees will supervise and be paid. Coordination is to take place with the food service director on specific needs.
 - (3.) On weekends or during the summer when custodians are not normally in the building, the hourly custodial rate in (1.) above shall be charged in addition to the rental fee.

4. Insurance:

All groups using Tri-Creek School Corporation facilities must provide a certificate of insurance. Minimum coverage is to be \$500,000 Bodily Injury and \$500,000 Property Damage. A waiver of the insurance requirement may be considered when an adult group is small in number and utilizes a classroom or other small space.

5. Supervision:

- a. It is the responsibility of the person present and in charge of the event to supervise and be responsible for the actions and conduct of all persons he/she allows to enter and stay in the building. It is his/her responsibility to challenge and exclude anyone for whom he/she is not assuming responsibility. Due to their work load, custodians are not able to use their time for supervision. The person in charge is also responsible for building security.
- b. Individual building principals will establish specific guidelines for the usage of each school.
- c. If the group renting the facility is required to pay a custodial fee, the group shall have supervisory authority over the custodian assigned for the activity. Renters paying a custodial fee may direct the paid custodian to perform tasks within the job descriptions of building custodians, or direct the custodians to station themselves at specific locations for security purposes.
- d. A supervisor will be on duty in the Fitness Center /Weight Room. The user will pay for the supervisor's time.

6. Application:

- a. Groups desiring to use school facilities shall obtain the Facility Use Permit Application from the building principal whose building is being requested. The completed application must be returned to that building principal.
- b. Applications must be signed and responsibility assumed by a resident of the Tri-Creek School Corporation.
- c. Building use applications will be forwarded to the central office by the principal for review by the superintendent.
- d. Applicable charges are paid at the time of application. Certificate of insurance must be on file before approval is granted.
- e. Residents of Tri-Creek who wish to walk for exercise at 6:00 a.m. for an hour or less may do so with no charge. Such persons must obtain a Walker's Permit from the Athletic Office. A Tri-Creek resident who acts as the unpaid supervisor and takes responsibility for this week day activity will be designated by the Athletic Director and approved by the Board.