**REGULATIONS GOVERNING USE OF SCHOOL FACILITIES**

The schools of the MSD of Decatur Township are designed and equipped primarily as educational facilities. The Board of Education, however, recognizes that many community groups within the School Corporation may wish to use school facilities as a meeting place for large and small groups. School functions will always take precedence over outside activities.

The purpose of this policy is to assure that the use of facilities is consistent with the purpose of the basic educational program and to insure that the MSD of Decatur Township is reimbursed for the financial obligations incurred as a result of facility usage. The following regulations shall be observed in building use. Requests for facility use must be submitted at least 5 working days before the requested date. Approval for usage will not be granted more than 90 days prior to date requested except in special circumstances such as class reunions where long term planning is necessary.

1. Facilities shall not be used by outside profit-making groups or persons who receive financial gain from the activity conducted unless approved by the School Board. This includes employees per Board policy 1130, Conflict of Interest- Private Practice A.3.
2. Special permission of the Board of Education must, if deemed necessary by the administration, be secured to rent facilities to organizations with headquarters and/or membership outside the geographic limits of the MSD of Decatur Township.
3. Rental of facilities to organizations shall not interfere with school activities.
4. The applicant or his/her organization shall be responsible personally for the use of the buildings and property. The coach/organization representative shall be personally responsible for all participating children at all times during the event from the time the child arrives until he/she has left the premises. A supervising adult will be present at all times. The coach/organization representative shall not leave the facilities until all participants and/or member of the audience have left the School Corporation property. Failure to supervise may result in an increase in fees or denial of future usage.
5. Property damage, theft, or loss of supplies and equipment from the occupancy of any portion of the building shall be charged against the applicant. All equipment shall be returned to the original location.
6. The MSD of Decatur Township and its employees shall not be responsible for damage to or loss of property upon school premises assigned by the applicant, participant in a program or patron of any program held on school property.
7. The use of tobacco, possession or use of alcohol, and/or drugs as well as gambling in school buildings, the surrounding campus areas or on property secured by the MSD of Decatur Township is strictly prohibited.
8. Adequate custodial and supervisory personnel may be scheduled by the Chief Operating Officer for building uses to assure that the facilities and equipment are properly maintained and utilized. The hiring of custodial services is required for weekend building rental.
9. Whenever the swimming pool is used, the designated swimming pool supervisor shall be an approved lifeguard provided by MSD of Decatur Township.
10. When school kitchens are used, a designated school employee must be present to supervise the use of Corporation food service equipment.
11. The school corporation does not provide special equipment such as picture projectors, public address systems, electronic equipment or audiovisual equipment.
12. No signs, displays, or materials may be attached to or nailed against walls, windows, woodwork, blinds, draperies, grounds, or driveways without written approval.
13. The activities of the rental group must be restricted to the area of the building indicated on the application/contract. If it is necessary to have police, firemen, and/or parking lot attendants available, these personnel shall be procured by the MSD of Decatur Township and charged to the applicant. All rights for operation Of concession stands are reserved by the corporation. Transfer of these rights is not granted without prior approval.
14. Established parking areas shall be used by all vehicles. At no time shall areas that are in grass, shrubs, etc., be used for parking except with approval.
15. All groups or persons using facilities must file the application with the Chief Operating Officer/or designee.
16. When groups or people are required to pay facility use fees, a deposit of $50.00 may be required to be paid in advance with the balance of charges to be paid after the facility use is completed. A custodial fee could be assessed if the facility is not returned to its original condition.
17. All applications/contracts issued by the Board of Education are subject to cancellation with or without notice for any reason whatsoever.
18. It shall be the responsibility of the organization renting or using the facility to provide the Office of the Superintendent with a certificate of insurance for liability to the limits requested by the Superintendent of Schools with the MSD of Decatur Township “named” additional insured. This certificate must be on file at least one school week prior to use of the facilities. User groups shall provide a certificate of insurance for property loss in the amount of $100,000 and for liability in the amount of $1,000,000 to protect the School Corporation against loss of property or liability for personal injury.
19. It shall be the responsibility of the organizational parties utilizing the facilities to obtain any and all permits of approval from state and local agencies pertinent to the event.
20. All applicants for use of the MSD of Decatur Township facilities shall hold the MSD of Decatur Township free and without harm, from any loss or damage, or expense that may arise during or be caused in any way by such use or occupancy of the MSD of Decatur Township facilities. Also, in the event that property loss or damage is incurred during such use of occupancy of School Corporation facilities, the amount of damage shall be approved by the Board of Education and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained. Payment is expected promptly. Future requests for facility usage will not be granted until payment is received.
21. No food or drinks allowed in any facility unless approved by the Chief Operating Officer.
22. Any individual, classes, or groups using the facilities are to take full responsibility for clean-up unless a custodial fee has been assessed. This includes taking trash out to the dumpsters, cleaning bathrooms, sweeping and mopping areas used.
23. Employees may use the facilities for camps and related activities if the activity is nonprofit making and for Decatur students. The Athletic Director must approve these activities. The Board of Education must approve the activity when the activity involves non-Decatur students or a fee is charged.
24. This agreement is not transferable. Only the organization appearing on the Application has the right to use the facility. Keys to the building should not be given to other organizations or persons. All building keys will be returned at the end of the rental agreement.
25. The facility is to be used only for the purposes stated on the agreement. The use of District grounds and facilities shall not be granted for private social functions.
26. Failure to comply with these rules and regulations will be sufficient reason to cancel or deny future use of Corporation facilities or grounds.

**CLASS OF ORGANIZATION**

***CLASS I – Use of Facilities for School Related Activities*** *(*The Athletic Directors are responsible for administering this policy).

School related groups shall include such organizations as Band Boosters, Athletic Boosters, Academic Boosters, PTO/PTA, Scouts, 4-H and similar groups and civic groups which directly support the schools or educational goals of Decatur Township. The MSD of Decatur Township recognizes the youth groups in the Decatur Township Youth Organization, Inc. as the groups responsible for requesting and scheduling the facility for each individual youth sport/activity. THE SPORT IN SEASON WILL HAVE PRIORITY. Usage of school facilities by the district’s youth athletic organizations when school is in session will be considered “part of the school day”, and will incur no fees (Pavilion not included). When school is not in session, the requesting organization will be charged an energy fee per hour to cover operational costs incurred by the district. There may be personnel charges if the activity is beyond hours normally worked by school personnel. All facility usage must be not-for-profit activities.

Head coaches employed by the MSD of Decatur Township are to cooperate and partner with the youth leagues in Decatur Township. This could include, but not be limited to, providing coaching clinics, camps for all youth involved in the program, and involvement in working with the travel teams if they exist. The Board recognizes that a cooperative spirit between the head coach and youth league will provide the best example for our youth to follow. The head coaches and/or the athletic departments within the MSD of Decatur will not interfere with the organization or governance of the Decatur Township youth leagues. These youth organizations are recognized as independent groups governed by independent by-laws.

In the event the head coach and youth organization cannot work in a cooperative manner, the Board will allow the head coach to work with the travel teams outside the recognized youth organization. The head coach will have no connection with the recognized youth organization if this occurs or will expect any financial support for the travel teams. The head coach will schedule the facilities for these independent travel teams through the normal facility use request process. If the recognized youth league will not cooperate in scheduling the facility, the Chief Operating Officer may schedule facilities for the head coach as an independent group.

***Class II – Use of Facilities by Civic Groups and Service Organizations***

School facilities may be used by other groups, service organizations, other schools,

A.A.U. Athletics, churches (for services, musical programs, and youth activities) and other non-profit organizations, if the purpose of the use of school facilities is for educational, civic use, or meetings that contribute to the general welfare of the MSD of Decatur Township. An energy fee per hour will be charged for expenses incurred by Class II users for the operation of the facility and for necessary custodial or supervisory personnel. If the participants are not predominantly Decatur Township residents the charge for use of the facility will also apply. Any fundraising activity sponsored by a Class II organization must be considered as a Class IV project unless the proceeds are to be used for Decatur Township charitable purposes. All profits from fundraising activities for Decatur Township high schools or middle school athletic groups must be given to the Athletic Director for disbursement.

***Class III – County, State, or Federal Governmental Units***

Class III users shall be charged only such fees as the user agency is required to pay by law. Such agencies as the County Sheriff, County Board of Health, Decatur Township Fire Department, Decatur Township Political Associations, related educational operatives, and extended school programs shall be included in this category.

***Class IV – Use of Facilities by Groups not Assigned Class I, II, or III and Any Profit Realizing Activities of Class II and III Groups.***

Any private profit-making group or agency shall be assigned this classification. Any group charging a fee for participation or admission shall be considered profit making unless all proceeds are donated for Decatur Township charitable purposes. This group will be charged the facility use charge and the energy fee per hour.

***Class V – Employees***

Employees of Decatur Township may request permission to use the facilities for non- profit personal social use. This use must be approved by the Chief Operating Officer. Employees will be charged Class 1 fees to cover operational costs.

**FEES FOR USE OF SCHOOL FACILITIES**

**Note:** The following fees are rates per hour with a minimum of two hours to be assessed for each facility. Fees apply for the use of facilities by Class IV agencies. Class II groups are assigned Class IV designation if engaged in a profit making activity or participants are not predominantly Decatur Township residents. Teams with high school aged participants complying with IHSAA By-Law 15-2.2 (high school out of season sports) will be an exception to the facility policy rule of predominantly Decatur residents.

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| **FACILITY** | **RATE/HOUR** | **ENERGY FEE/HOUR** | **EACH ADDITIONAL HR AFTER 2** | **STAFF** | **STUDENT STAFF** |
| Board Room | $ 25.00 | $15.00 |  |  |  |
| Auditorium | $100.00 | $30.00 | $50.00 | $50.00/hr | $ 7.00/hr |
| Natatorium | $125.00 | $30.00 | $75.00 | $25.00/hr | $10.00/hr (Lifeguard) |
| Large Group Instruction Room or Community Room | $ 35.00 | $15.00 | $25.00 |  |  |
| High School Gymnasium | $100.00 | $30.00 | $50.00 |  |  |
| Middle School Gymnasium | $ 75.00 | $30.00 | $50.00 |  |  |
| DELC Gymnasium | $ 50.00 | $15.00 | $25.00 |  |  |
| Elementary Gymnasium | $ 50.00 | $15.00 | $25.00 |  |  |
| Pavilion Court | $ 50.00 | $10.00 | $25.00 |  |  |
| Pavilion Batting Cage | $ 25.00 | $15.00 |  |  |  |
| Cafeteria/Kitchen | $ 50.00 | $30.00 | $25.00 | $25.00/hr |  |
| Computer Lab | $ 50.00 | $15.00 | $25.00 | $25.00/hr |  |
| Classroom | $ 25.00 | $15.00 | $10.00 |  |  |
| Outdoor Facilities | $ 50.00 | $30.00  (If Used) | $25.00 |  |  |

\*If custodial fees are assessed: $20.00 per hour

***Payment is expected promptly. Future facility usage will not be approved until payment is received.***