

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: KG-R

REGULATIONS - COMMUNITY USE OF SCHOOL FACILITIES

The Board of School Trustees believes that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end, the Board encourages the public use of school facilities.

Authorization for use of school facilities shall not be considered as endorsement of, or approval of, the activity, group, or organization nor the purposes they represent.

1. School facilities shall be available for public use at such times as not required by activities of the school or its auxiliary agencies.
2. Facilities shall be made available for the following purposes:
 - a. For educational, civic, or recreational programs or entertainment and other similar purposes promoting the welfare of the community when sponsored by a responsible citizen or group of citizens.
 - b. For political meetings sponsored by regularly organized political parties as recognized on the official Indiana ballot.

CLASS I - USE OF BUILDINGS FOR SCHOOL ACTIVITIES AND SCHOOL RELATED ACTIVITIES

The school activities group includes all students, faculty, and staff within a building. School related groups include such organizations as Band Booster Groups, Athletic Boosters Clubs, Parent Teacher Associations, School Alumni Associations and other groups sponsored by the individual school or School Corporation or directly affiliated with the school corporation.

Approvals: Groups assigned to this classification shall make application to the building principal for use of school facilities. The building principal is authorized to approve such applications without further approval.

Charges: No utility charge. Custodial and food service overtime charges are determined by the activity involved.

CLASS II - USE OF BUILDINGS FOR SERVICE ORGANIZATIONS, CIVIC GROUPS AND YOUTH SERVING AGENCIES

Organizations such as Rotary, Farm Bureau, Veterans Organizations, Family Y, Boys' & Girls' Club, Hyte Center, Scouts, 4-H Clubs, Wabash Valley Sports Center and other not-for-profit groups shall be assigned to this category.

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Approvals: Groups in this classification shall make application to the building principal for availability of the facility. The application form, approved by the building principal, is then forwarded to the Director of Facility Support & Transportation. If the activity is approved, the Director, in cooperation with the Business Office, will assign fees and complete the contract.

Charges: No utility charge if facility is used for a small group meeting or function not requiring unusual arrangements. Custodial and food services employees' overtime will be charged to the group.

General Rules and Restrictions

1. The Superintendent or his/her designee is authorized to approve the use of school facilities and to assign appropriate fees for all groups or organizations including those not easily classified as either Class I or II.
2. Board policy provides that facilities shall be made available for educational, civic, recreational, and entertainment purposes.
3. The Superintendent or his/her designee is authorized to approve the use of outdoor athletic facilities and to assign appropriate fees.
4. The Vigo County School Corporation Food Services Department does not wish to compete with privately owned restaurants and food service businesses. Banquets and/or special luncheons will not be scheduled in school cafeteria for other than Class I Groups without special permission of the Superintendent of Schools.
5. If the activity is of a major proportion (normally involving more than thirty (30) individuals) and/or is of a fund raising nature, building use fees, in addition to staff overtime charges, will be assessed. A deposit of 50% of the building use fee must be paid prior to the event. A Certificate of Insurance for \$1,000,000.00 liability for bodily injury and property damages will be required in addition to the Indemnity Agreement at the time of application.

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SCHEDULE OF FEES*

(Applicable to Class II Group Activities of a Major Proportion or Fund Raising)
The following fees are for a single event. Separate fees will be negotiated for events on multiple days or on a regularly scheduled basis.

1. **GYMNASIUMS**

A.	Terre Haute North Vigo High School	\$ 200
B.	Terre Haute South Vigo High School	200
C.	West Vigo High School	200
D.	All Middle Schools	200
E.	All Elementary Schools	100

2. **AUDITORIUMS**

A.	Terre Haute North Vigo High School	\$ 200
B.	Terre Haute South Vigo High School	200
C.	West Vigo High School	200
D.	Woodrow Wilson Middle School	200

3.	Classrooms	\$50
	All other spaces	\$50

4. **CAFETERIA**

A.	Elementary	\$ 50
B.	Middle	50
C.	Senior High	50

5.	Swimming Pools - \$50 each hour -	Additional charges for life-guard not included (For Class I and II Groups other than students, faculty, and A.A.U. authorized groups)
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6.	Outdoor Athletic Facilities - (Fees to be determined by Superintendent or his/her designee)	
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*The fees listed above do **not** provide for any overtime custodial or cafeteria employee expenses. Your group or organization will be charged for these services by a separate billing after payroll time sheets are submitted to the Vigo County School Corporation Business Office.

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Specific Rules and Restrictions

1. The use of the building will be strictly confined to areas designated or included in the application. The applicant and his/her organization will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the school custodian or other representative of the school on duty shall have immediate authority in any matter covering the use of the building. Failure to comply with these rules and regulations will be sufficient reason to cancel future privileges of school facilities.
2. All approvals are subject to cancellation, with or without notice, for any reason.
3. No furniture or equipment (including pianos, stage equipment, audio-visual equipment, tables, or chairs) shall be used or moved without approval of the building principal or his/her designee.
4. The school corporation and its employees shall not be responsible for damage to or loss of property upon school premises sustained by the applicant, participant in a program or patron of any program held on school property.
5. The use of special equipment such as stage lighting, scenery, curtains, picture projectors, public address system, folding goals, bleachers, etc. shall be permitted only when operated by school employees or other persons authorized by the school or its representatives.
6. No signs, display, or materials may be attached to or nailed against the walls, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc. without approval of the building principal or his/her designee.
7. It shall be necessary for some organizations (depending upon the size of the group) to have security. Hiring of these personnel shall be the responsibility of the applicant and approved and coordinated through the office of Student Services.
8. All damage to school property shall be the responsibility of and charged to the organization using the facilities.
9. Gambling, drinking, possession of intoxicants, possession or use of controlled substances not prescribed by a physician, indecency in speech, or unruly behavior are prohibited in school buildings or on school property. Smoking is prohibited on VCSC property by policy GBK-R.
10. The concession rights are reserved for the school unless otherwise stipulated.

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11. The program of activities must be suited to the available facilities. The audience shall not exceed the seating capacity of the facility used. Aisles, hallways, doorways, or other means of ingress to or egress from the premises must be kept clear in compliance with fire regulations.
12. The activity must be under competent adult supervision and/or leadership. The building principal reserves the right to judge the adequacy of such supervision and, if in his/her judgment it is advisable to do so, he/she may assign a person or persons to this function and the applicant will be charged for such services.
13. Fire and safety regulations of the Board of School Trustees, the City of Terre Haute, and the County of Vigo, and the State of Indiana, must be followed at all times.
14. The presence of animals in the building must have prior approval of the building principal.
15. Persons must wear non-marking gym shoes when using the gymnasium.
16. When school kitchens and/or equipment on serving lines are requested, the cafeteria manager or other designated cafeteria employees must be present and have general supervision of school equipment.
17. No food or drink is allowed in the auditorium areas of VCSC facilities.
18. Whenever admission is charged, the applicant is responsible for payment of all State and Federal taxes, unless an exemption is secured.
It is the responsibility of any organization holding a charity gaming event, such as a raffle or bingo (as defined in Indiana Code 4-32-1), to conduct the event in accordance with Indiana Department of Revenue regulations (see Publication 2 – Indiana Department of Revenue).
19. All activities in school buildings should be concluded before 10:00 P.M. Any exception to this rule must have prior approval from the Superintendent or his/her designee.
20. The renting of school facilities on Sundays and holidays is not encouraged. Custodial and cafeteria overtime on these days will be charged according to costs incurred.

Adoption Date: August 12, 1977; Revised: October 26, 1983; Amended: May, 1989;
October 27, 1997; Revised: August 14, 2006

Legal Ref: IC 20-26-8-1

Cross Ref:

**VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA
APPLICATION FOR USE OF SCHOOL FACILITIES**

Complete and submit to:

Director of Facility Support & Transportation
Vigo County School Corporation
3250 Maple Avenue
Terre Haute, Indiana 47804
Phone: 812-462-4336

1. The _____ requests the use of _____
(Name of Organization) at _____ School on dates _____
(area) as listed: _____ between the hours of _____ and _____
(Month) (Day/s) (Year) for the purpose of _____

2. List special equipment and facilities needed (kitchen, movie projectors, stage, phonographs, number of chairs, etc.):

3. List the names of two people who are directly responsible for the group:

(Name)	(Address, including zip code)	(Phone)
(Name)	(Address, including zip code)	(Phone)

4. The group will be approximately _____ in number and mostly _____ adults _____ minors.
5. Will admission be charged? _____ How much? _____ Purpose for which these proceeds will be devoted _____

6. Is this event a part of a large event held at other schools at the same time/date? _____
If yes, where else? _____

7. Is your organization classified as a not-for-profit by IRS regulations? _____

(Date)	(Signature of person presenting application)
(Phone)	(Address of person presenting application) (Zip)

THIS SECTION TO BE COMPLETED BY FACILITY PRINCIPAL

The _____ is available for use by the _____
(Facility) (Organization)
on _____ between the hours of _____

Signed _____
(Facility Principal)

NOTE: Signature signifies that facility is available by schedule. It does not authorize use. Final authorization will be in written form. Please allow two weeks for processing. **Please refer to Policy KG for all USE OF FACILITY REGULATIONS.** Attached Indemnity Agreement must be completed & notarized by all Class II Groups before application will be authorized.

Date: _____

INDEMNITY AGREEMENT

Said organization, through its official Board, shall indemnify, defend and save harmless the Vigo County School Corporation, its officers, agents, and employees from and against any and all loss of or damage to property, or injuries to, or death of any person, including property of the Vigo County School Corporation and shall indemnify, defend and save harmless the Vigo County School Corporation, its officers, agents, and employees from any and all claims, damages, suits, costs, expense, liability, actions or proceedings of any and all nature whatsoever in any way resulting from or arising out of, directly or indirectly, the said organization's use of occupancy of the premises, or any part thereof, including acts of commission or omission of the employees, representatives, or agents of the said organization and the Vigo County School Corporation's use of occupancy of the premises, or any parts thereof, including acts of commission or omission of the employees, representatives, or agents of the Vigo County School Corporation.

ATTEST:

(Signature of Applicant)

(Representative of Organization or Group)

(Title of Person in Organization)

(Name of Organization)

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STATE OF Indiana)
COUNTY OF Vigo) SS:

Before me, the undersigned notary public in and for said county and state, this _____ day of _____, 20____, personally appeared _____, the representative for and on behalf of _____, and acknowledged the execution of the foregoing indemnity agreement, and being by me duly sworn, did say they are the representative of the _____ that the foregoing instrument was signed for and on behalf of the _____ by authority of its Board of Trustees or Directors, and that the execution of said instrument was the free act and deed of the representative.

My Commission Expires: _____

(Written Signature)

My county of residence is: _____

(Printed Signature)
Notary Public