

Liberty-Perry School Corporation
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FACILITY USE POLICY

Welcome to the Liberty-Perry School Corporation. We are pleased that you have chosen our facilities for prospective use.

The use and occupancy of school property shall be primarily used for school purposes. Any authorized use or occupancy of the property for other than the Liberty-Perry School Corporation shall be secondary and subordinate to this primary purpose.

The extensive use of school buildings and grounds by community groups makes it imperative that definite rules, regulations and policies govern the use of these facilities.

The Liberty-Perry School Corporation may grant the use of school facilities to any person, group, or organization for recreational, educational, political, economic, moral, social, or other civic purpose with the interest of the community.

School/Facility Usage Fees

FEES: A reasonable fee shall be charged for the use of school facility and equipment.

Individuals will be charged an hourly rate of \$30.00. Time charged is based on the time the building is occupied by individuals or groups renting the facilities.

School Kitchen Resources/Equipment – Use of kitchen equipment will require the additional cost of a school employee trained in operating the specified kitchen equipment. Kitchen employees will receive the appropriate pay amount as determined by Central Office.

Weekend Maintenance Personnel may be required in certain situations. Maintenance employees will receive the appropriate pay amount as determined by Central Office.

Designated Areas Available For Use

*May vary among schools

1. Cafetorium
2. Gymnasium
3. Library
4. Conference Rooms
5. Kitchen (criteria must be met)
6. Art and Music Rooms (art supplies and music equipment shall not be used by any individuals or groups renting/using school facilities)

*The gymnasium is available for use. School equipment is not available for use.

*School facilities will NOT be “double booked,” in the event two separate parties wish to use the gym at the same time. This will be decided on a “first-come first-serve” basis.

*Any rooms that house confidential information, which could create a violation of FERPA will not be available for use. Examples are as follows:

- General Education Classrooms
 - Resource Classroom
 - Self Contained Classroom
 - Severe Disabilities Classroom
 - School Counselor Office
 - Special Education Offices
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CLASSES OF USAGE:

Class I – This category of user is exempt from facility rental fees. This class includes:

1. Organizations directly associated with the District, and conducting not for profit activities for school aged children. Examples include staff and student groups or clubs, school teams, parent organizations.
2. Youth organizations (i.e. Boys/Girls Clubs, YMCA, Scouts, Little League, Pop Warner Activities)
3. Units, or elected officials, of Federal, State or local government, or local civic groups when conducting community business.
4. Groups of District Departments conducting staff development, in-service or other job-related training classes primarily for District Personnel, and at the request of a District Administrator.
5. **Any full-time or daily school employee** or governing member that has been assigned an access card and code to arm and disarm Selma Elementary **(this does not apply to retirees).**

Class II – This category is for non-school sponsored, non-profit service organizations and groups whose academic or recreational activities involve community and family activities. This category of user is also subject to all FEES described earlier in this document. Examples are as follows:

1. Rotary Clubs
2. Lions Clubs
3. Community Groups
4. Individual Family or Groups of Families
5. Home Owners Association
6. Out of District Educational Groups wishing to use facilities for educational purpose

Class III – All profit making individuals or organizations, regardless of the purpose for their use of facilities. This category of user is also subject to all FEES described earlier in this document.

***This Class must be board approved. Request must be sent to school administration within a reasonable amount of time prior to the next scheduled board meeting.**

Facility Use Restrictions

Class I and Class II individuals or groups will have access to renting facilities only on non-holiday weekdays, from the hours of 3:00 p.m. to 9:00 p.m. Weekend use during non-holiday times will only be permitted if a school employee is assigned to the event.

School Equipment

School equipment should be reserved for student use to prevent unnecessary “wear and tear.” School equipment may only be used if permission is granted by school administration.

User Responsibility

1. Users must arrange ahead of time, with the facility administrator, should time consuming jobs need to be done, such as setting up chairs, receiving and setting up equipment, rearrangement of school facilities, ect.

2. Those using facilities must accept the entire responsibility for supervision of all individuals in the said group. Any school staff that has been assigned shall not be expected to accept any supervisory responsibilities insofar as the activity is concerned.
3. The sale or use of tobacco in any form is prohibited in accordance with School Board Policy.
4. The use or possession of alcoholic beverages and the use or possession of illegal drugs is prohibited in accordance with School Board Policy.
5. Disorderly conduct and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law. Violators risk losing the right to access school facility.
6. Those using school facility must gain approval for any decorative types of hangings and/or posting.
7. Users will be permitted to use only those areas of the facility that have been approved.
8. **Permission to use facilities shall be granted only with the full understanding that the applicant will assume full responsibility for use and will reimburse the Board of Education for any damage to the grounds, buildings, equipment, or contents resulting from such use.**
9. Sponsors will assume the cost for any additional cleaning of school facilities as a result of this facility use agreement. This will be at the discretion of school administration.

*The Liberty-Perry School Corporation has the right to exit this agreement at any time in order to schedule an event sponsored by the Liberty-Perry School Corporation.

Facility Use Request Form

School Name: _____

Name of Organization: _____

Name of Person(s) Requesting Use of Facility: _____

Address: _____ City: _____ State: _____ Zip: _____

Facility will be used for the specific purpose of: _____

Date(s) Requested: _____ Type of Room Needed: _____

(if applicable) Fee Charged for Facility Use: \$ _____

Explanation of Fees Charged: _____

By entering into this contract, you agree to the terms and conditions as described in the Liberty-Perry School Corporation Facility Use Policy.

Since you are conducting a non-school related/sponsored event on school property, the school corporation is not liable for any personal injury to a participant that might incur in the course of your activities. The school corporation's liability insurance does not cover your possible individual personal liability.

By signing this contract, you are acknowledging and accepting responsibility for the liability for any personal injury or damage to anyone using the facilities for the dates and times of this contract.

Individual Responsible: _____ Date: _____

Principal Approval: _____ Date: _____

Board Approval/Denial on this date: _____ *if applicable

Liability Waiver Form

I understand that engaging in activities in and on district facilities such as playing basketball, volleyball, soccer or other recreational pursuits, carry a risk of injury. I also understand that there exist a level of risk when supervising the activities of any given group.

I hereby assume the risk for any injuries that any individual may sustain in his or her participation in the _____ and do hereby release and forever discharge the Liberty-Perry School Corporation, its employees, and representatives from any actions, suits, damages, claims or judgments that may result from any personal liability sustained by these participants.

Signature: _____ Date: _____

Printed Name: _____

Witnessed by: _____ Date: _____