

Community Use of School District Facilities Regulations and Fee Schedule

Facilities are generally available for non-school use after 4:00 pm – 9:00 pm Monday through Friday. Weekend times are generally 8:00 am – 10:00 pm. Facilities use may be limited or require additional supervision during all legal holidays observed by the district, and all school breaks including winter break, spring break, and summer break. Any time school is canceled or dismissed early due to weather conditions, no facility usage will be permitted and any activities scheduled will be canceled immediately. The district reserves the right to cancel or postpone any activity, including weekend activities, due to conflicts (including a school activity needing the facility on short notice), disregard of policies, or other uncontrollable circumstances including weather.

External groups who will not be utilizing all requested times and dates are asked to contact the District Office so the facility reservation can be removed from the calendar to allow other potential external groups access. When Varsity level competitions and/or High School performances in the auditorium are being held, rental of any district facilities will be at the discretion of the district. Youth groups wanting to use a facility following a contest will not be allowed in said facility for one hour from the completion of the contest so that the facility can be cleaned by the custodial staff.

District facility space does not include usage of scoreboards, sound systems, auditorium light bar, and internet access. Usage request must be included on rental application form and approved in the facility rental contract.

Community groups and/or organizations which will be allowed use of District facilities shall be identified with one of six classifications for such use. Fees have been established by the School Board.

Group Classifications

Examples of primary users are given in each class. *These serve as examples only.*

CLASS A

- **Will not be assessed rental fees**
- **Supervision will be the responsibility of the renting entity, or as determined by the superintendent**

SCHOOL ACTIVITIES AND SCHOOL RELATED ORGANIZATIONS*

Regular Classroom activities

School activities for students (Athletic events, Fine Arts events, etc.)

School related groups and organizations (PIE, ECAB, QB Club, Music Boosters, etc.)

District sponsored activities (Trainings, Professional Development, etc.)

Community Education Activities (Adult Education, Intramural, etc.)

*School-sponsored events or activities are defined as individual programs or activities, which the District or a District-related organization directly and completely coordinates, funds, plans, and operates. All profits from fundraising events in this classification are returned to the school or school-related organization.

**Community Use of School District Facilities Regulations and
Fee Schedule**

CLASS B

- **Will not be assessed rental fees**
- **Supervision will be the responsibility of the renting entity, or as determined by the superintendent**

PUBLIC AGENCIES AND DISTRICT CO-SPONSORED ACTIVITIES**

District, city and town government units or committees

Public Agencies and City sponsored youth and adult sports teams/clubs (Including but not limited to: Earlham Park and Rec Youth Baseball and Softball, Earlham Youth Football, Earlham Youth Basketball, Earlham Community Soccer Club, etc.)

Requests for National, State and Local elections

**Co-sponsored events or activities are defined as individual programs or activities in which the District or District-related organization, through a joint agreement with the another agency, organization, or individual received mutual benefits from the event and assists in one or more of the following ways: funding, planning and/or operating.

CLASS C – Will not be assessed rental fees

- **Will not be assessed rental fees**
- **Supervision will be the responsibility of the renting entity, or as determined by the superintendent**

YOUTH/NON-PROFIT ORGANIZATIONS

Meetings and practice sessions for District residents belonging to non-profit, charter youth groups or organizations sponsoring youth activities during their regular season or year. Any activities that generates a profit will be considered on an individual basis. Such groups may include the following: (Boys and Girls Scouts, 4-H, Wrestling Club, Youth Church Activities, etc.)

NON-PROFIT CIVIC, SERVICE AND SOCIAL GROUPS OFFERING EDUCATIONAL, RECREATIONAL AND, COMMUNITY BUILDING ACTIVITIES

Community organization meetings of civic or service nature

Adult groups whose members reside in the District for regularly scheduled meetings or recreations (basketball groups, volleyball groups, community singing groups, etc.)

Community groups sponsoring money-making activities with all proceeds directly benefiting the schools

Local non-profit organizations conducting profit-making activities for charitable purposes.

CLASS D

- **Rental fees may apply**
- **Supervision will be the responsibility of the renting entity, or as determined by the superintendent**

Local youth teams not affiliated with city-sponsored programs such as AAU, USSA, etc. (75% or greater Earlham youth can qualify for rent-free access.)

PLEASE NOTE: Rosters including names and addresses of all players are required before access will be granted. In instances where a roster is not provided by the user prior to access, users will be classified as Class E until roster is submitted and rental fees will apply.

Community Use of School District Facilities Regulations and Fee Schedule

CLASS E

- Rental fees will apply
- Supervision must be provided by a school district employee

FOR PROFIT CAMPS BY DISTRICT EMPLOYEES

Camps conducted for profit by school district employees with proceeds going to the employee

FOR-PROFIT/PRIVATE INTEREST GROUPS

Adult religious services

Businesses conducting not-for-profit events for which there is no charge to participants (business conducting training for their own employees)

Non-profit in-District groups using the facilities for private purposes

Local youth teams not affiliated with city-sponsored programs (less than 75% Earlham youth)

CLASS F

- Rental fees will apply
- Supervision must be provided by a school district employee

OUT OF DISTRICT PRIVATE INTEREST GROUPS OR FOR-PROFIT ACTIVITIES

Out of district youth or adult groups with less than a majority of Earlham resident as participants.

Activity, sport camps, clinics, etc. which are done by non-school district employees.

Meetings that are commercial in nature including soliciting, transacting financial business, enlisting potential customers for later sales contact, etc.

Businesses, private interest groups, individuals conducting activities for which a fee or admission is charged or items are sold.

CLASSIFICATIONS

Facilities Classifications

Classifications will be used when groups wish to use the district facilities. The classifications will be prioritized as follows: A, B, C, D, E and F. Class A will have the highest priority for use when developing the school calendar. Following Class A scheduling, Earlham Parks and Recreation will be given second priority. All other request are processed on the first come, first served basis. When rescheduling is needed, Class A will have priority with no notice required. All other classes must work through the District office for scheduling and move in priority order.

For Classes C, D, E, and F, applications requesting a recurring rental/usage will not be accepted more than six months in advance of the dates requested, and cannot exceed five months of facility use from the first date requested.

The superintendent or board secretary will determine the classification of each group requesting use of a facility as outlined above. Should there be any questionable organizations or uses, the superintendent will have complete determination of classification.

Status, purpose and activity determine the classification of the group or organization. The classification criteria listed above in priority order should be followed for the use of all facilities. Dependent upon use, adjustments may be made as to the class a group or organization comes under.

**Community Use of School District Facilities Regulations and
Fee Schedule**

Entity(ies) may use the facilities when the following conditions are met (where applicable):

1. Use in no way interferes with the student educational and activity program of the District.
2. The use is consistent with state law and conforms to these District regulations.
3. The group/organization is responsible and will exercise care in the use of the facilities.
4. A written application (Policy 1004.2), contract (Policy 1004.3), Indemnity and Liability Insurance Agreement (Policy Exhibit 1004.1E1), and any payment must be executed and approved in advance through District Office.
5. It is the responsibility of the District Office to determine whether the school district facility or equipment requested is available and whether the application for use meets all board policies and administrative regulations.
6. The district employee responsible for the group/organization is responsible for access to the facility.
7. The group/organization assumes financial responsibility individually and on behalf of the group/organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the building was in use by the group/organization. The Earlham Community School District will be the determining agent. Proof of liability insurance at a minimum of \$1 Million in coverage is required
8. Activity is sponsored by an adequate number of adults.
9. No alcoholic beverages or controlled substances are available or used on school property.
10. Tobacco is prohibited in school district facilities or school grounds per board policy.
11. The activity is confined to the area designated, and no school equipment or supplies are used except as approved in advance.
12. No food or beverages are allowed in the auditorium and stage areas.
13. Entities that use school district buildings or sites must leave the building or site in the same condition it was in prior to its use.
14. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use.
15. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.
16. A custodian or district employee may be required to be in attendance while the school district facility or equipment is being used by an entity and be paid an hourly fee.
17. Concession stand cleaning will be conducted by group/organization using the facility and it is expected it be left as clean or cleaner than found.
18. The group/organization representative shall be liable for any and all losses, damages, or injuries sustained by any person due to the negligence of the renter.

**Community Use of School District Facilities Regulations and
Fee Schedule**

19. The group/organization representative is also responsible for proper management of the parking, building, and crowd control with special regard for the safety and capacity limits.
20. The group/organization representative shall indemnify and Earlham Community School holds harmless the school district from any and all losses, damages, or injuries.
21. The group may be denied future authorization for facility usage in the event of group abuse of usage privileges.
22. In the event of inclement weather, the group/organization representative is responsible to coordinate all notifications of any postponements or cancellations.
23. If additional snow removal is needed beyond normal weekday District maintenance schedule, the group/organization is responsible to provide it or make advanced arrangements approved.
24. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site to the condition it was in prior to its use, will be done. The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the School Board reserves the right to charge the entity for these excessive costs.
25. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites or areas in the school district building or equipment are off limits to the entity.

**Community Use of School District Facilities Regulations and
Fee Schedule**

Classroom	\$50.00/ 2 hours
Conference Room	\$50.00/ 2 hours
Library	\$50.00/ 2 hours
Cafeteria	\$50.00 / 2 hrs.
South Gym	\$300.00 / 2 hrs.
North Gym	\$200.00 / 2 hrs.
Auditorium	\$150.00 / 4 hrs.
Commons	\$75.00 / 4 hrs.
Football Field/Track – No Lights	\$300.00 / 2 hrs.
Football Field/Track – Lights	\$400.00 / 2 hrs.
Scoreboards (any facility)	\$30.00 / hr.
Auditorium Sound System	\$30.00 / hr.
Gymnasium Sound System	\$30.00 / hr.
FB/Track Sound System	\$30.00/ hr.
Custodian Personnel Hourly Fee	\$30.00 / hr.

Please note, after a school district facility or site has been used by an entity, cleaning, including restoring the facility or site to the condition it was in prior to its use, will be done.

The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the School Board reserves the right to charge the entity for these excessive costs.

The group/organization assumes financial responsibility individually and on behalf of the group/organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the building was in use by the group/organization.

The Earlham Community School District will be the determining agent for above noted additional fees.