

**Statement of Philosophy**

The Board recognizes that the citizens of the Community Schools of Frankfort pay taxes to build, maintain, and equip school facilities for the primary purpose of providing an educational opportunity for the students of this school district. They further recognize that they are charged with the responsibility to see that the facilities are properly maintained and cared for in a manner that will protect the investment made by the citizens of the school community. The Board, in recognition of the above, will make the facilities available to the public. However, safeguards shall be taken to protect the facilities and minimize the cost of such use to the taxpayers of the school district

**Availability of Facilities**

Facilities shall not be made available to organizations outside the school if their use conflicts with a school related activity.

Facilities shall not be made available to the public prior to 1:00 p.m. on Sundays without Board approval.

Authorization for use of school facilities shall not be considered as endorsement or approval of the activity group or organization nor the purposes they represent. The right to authorize use of school facilities shall be retained by the Board and/or superintendent or his/her designee. Use of the corporation facilities shall be totally free from obscure and controversial purposes and purposes of a disruptive nature.

The Board of School Trustees recognizes that a fair and equitable procedure should be established setting forth rules and regulations for school facilities, including a fee schedule. This policy prohibits discrimination against pupils in the use of school facilities. It is not the intent or desire of the Board to make a profit by charging for the use of facilities by the various publics. The Board intends, however, to recover the basic costs of such use as outlined below.

**Regulations Governing the Use of School Facilities**

- a. The rental of school facilities shall be limited to organizations that have a majority of their members from within the limits of Clinton County.
- b. The applicant shall not sublet a facility for which the permit is issued.
- c. Application for use of a school facility must be made two weeks or more prior to its use.
- d. Organizations wanting to use the facilities of the Community Schools of Frankfort but not covered by the above guidelines must petition the Board of School Trustees for such use.

- e. The portion of the building used shall be cleaned and restored to its original condition by the group using the facility. Organizations using facilities will confine their use strictly to such parts of the building and to such equipment as have been included in the application.
- f. Property damages, theft, or loss of supplies and equipment arising from the occupancy of any portion of the building will be charged against the applicant.
- g. The use of tobacco or intoxicants in school buildings is prohibited.
- h. Persons in street shoes cannot use gymnasiums.
- i. Furniture, pianos, and other such articles are not to be moved from rooms without consent of person in charge of the building.
- j. Adequate custodial and supervisory personnel must be scheduled for all building uses to assure that the facilities and equipment are properly maintained and utilized. The facilities will be used under their supervision.
- k. The rate of pay for custodians and other school employees shall be one and one half times their regular rate of pay beyond their regular work day and weekends. Custodians shall be paid double time for Sunday.
- l. Rental and custodial charges are to be paid to the Community Schools of Frankfort. The superintendent or designee shall reserve the right to cancel the use of any property at any time for any reasonable cause, such as weather related issues, utility or maintenance issues, and all issues related to the safety of individuals.
- m. Fees for the use of facilities will be payable within three (3) weeks after the date of their use unless prior arrangements for payment have been made with the central office.
- n. Rental fees may be waived if all profits will be used for a charitable cause within the limits of the Community Schools of Frankfort. However, cost of school employees may not be waived. Evidence of the use of charitable contribution must be provided to the school corporation.

The following organizations are grouped to correspond with Fee Schedule:

Group I consists of: All student organizations of the Community Schools of Frankfort, both curricular and extra-curricular; the P.T.A., alumni groups, community organizations affiliated with the schools such as the girl and boys scouts, youth sports\*, Boys and Girls Clubs, the YMCA, and booster clubs.

Group II consists of: Municipal, civic, educational, religious, recreational, cultural, and

charitable organizations which have their headquarters and principal membership within the boundaries of the Community Schools of Frankfort. All admissions received by Group II organizations while using school facilities must be dedicated to educational, charitable, cultural, religious, or community purposes within the geographical limitations of Frankfort and the surrounding communities. Organizations should have a tax-free status as defined by regulations of the federal and state governments.

Group III consists of: All organizations not included in Group I or Group II. Each request by a Group III group must be approved by the superintendent or the Board of School Trustees upon the recommendation of the superintendent.

\*The out of regular season sports organizations will fall within the Group I category. A committee named the Youth Sports Committee will schedule all practices and games of such groups. The high school athletic director will serve as chairman for the committee. Other members of the committee include the middle school athletic director, all head coaches, and three members of the community.

Out of regular season sports organizations that are locally operated with all students being from the Community Schools of Frankfort and that are allowed in accordance with IHSAA sanctions may fall within the Group I category. Such groups will be exempt from rental fees as described under Group I, but will be responsible for any custodial fees if custodians are required outside of their regularly scheduled working hours. In addition, a school corporation employee must be present (this may include custodians and/or coaches) when such organizations are using school facilities.

The following procedure shall be used to request a gym for such groups:

The first step would be to contact a member of the committee. The committee member will then contact the coach of the sport and the coach will contact the athletic director at the high school or middle school for approval, and check the availability of the facilities. Elementary principals will give approval for the use of the elementary gyms.

### **General Procedures and Board Regulations**

Applications for use of school facilities are available from the central office and from each school building in the school corporation. Prior to final approval for facility use by the superintendent, the building principal must complete the application form and sign off to approve school availability and compliance by the users with building regulations. Upon the principal's approval, the application form will then be sent to the central office for

consideration for approval by the superintendent. Approved applications will be sent from the central office to the principal and person requesting facility use to confirm the request.

Organizations or groups requesting use of high school auditorium will first need to complete the Frankfort Senior High School Auditorium Usage Request. The completed form is to be attached to the Application for Use of Building Facilities.

Organizations or groups using school facilities shall designate one member of their group as being in charge of and responsible for the program or activity. In signing the application to use school facilities, the representative of an organization assumes, upon this person's own part and upon the part of the organization that the individual represents, full responsibility for the care of the building, property, and equipment during the rental. The representative and the organization are fully responsible for the conduct of their group, by persons participating in, or persons attracted by the activity. Organizations or individuals that abuse the use of the school facilities may be denied use in the future. Organizations using facilities may be required to demonstrate proof of liability insurance coverage to the school corporation.

**Legal Reference:**

**Board Approved Date: 10-08-1996**

**Board Revised Date: 01-11-2005**

**Board Revised Date: 01-08-2019**

**Board Review Date:**