

## RENTAL/USE OF SCHOOL FACILITIES

- A. School and community organizations in East Porter County shall be given priority consideration in the use of school facilities.
- B. There will be no rental charge for school-sponsored groups or child-serving organizations which wish to use a classroom, cafeteria, or media center, provided no admission is charged. These groups shall share the educational and/or cultural standards of the school corporation to receive this consideration. Such groups include but are not limited to Girl Scouts, Boy Scouts, and 4-H Clubs. Service organizations such as Kiwanis, Rotary, Chambers of Commerce will not incur a rental fee for a one-time use per year provided no admission fee is charged. Service organizations wishing to use a school facility on a regular basis will be charged the rehearsal or church group activities fee.
- C. When the school is used by a school-sponsored group or is rented, the principal shall determine if a custodian is required based on the need for clean-up and providing access to the school. The cost shall be computed at \$35 per hour. The hours shall include the hours between when the custodian opens the doors until the time he or she secures the doors at the end of the function or when all cleaning necessitated by the function has been completed, whichever occurs later. The custodial fees shall be added to the rental fee and paid to the East Porter County School Corporation. The school corporation shall pay the custodian.
- D. Only the facilities listed in this policy may be used or rented by the organizations or groups identified under each facility.
- E. Insurance Requirements – A certificate of liability insurance must be attached to the facility use application for no less than \$1,000,000 in general liability insurance indicating the East Porter County School Corporation as the certificate holder.

Facilities Available for Use or Rent:**Kouts Auditorium & Washington Township Elementary School Multi-Purpose Room (One event of 1-4 hours)**

Service organization not charging admission (one-time event per year)	No charge (custodial costs may be incurred)
Rehearsal or church group activities	\$35.00 plus custodial costs
Service organization charging admission	\$135.00 plus custodial costs
Groups other than service organizations	15% of gross receipts or a minimum charge of \$225.00 plus custodial costs

Rental charges for more than four (4) hours of use will be assessed at 50% of the 1-4 hour cost per hour of additional use.

If stage lighting or use of the sound system in the Kouts Auditorium or Washington Township Elementary School Multi-Purpose Room is required, a technician from the school must be hired for the event at a cost of \$25.00 per hour per system.

**Gymnasium (One event of 1-4 hours)**

Service organization not charging admission (one-time event per year)	No charge (custodial costs may be incurred)
Rehearsal or church group activities	\$35.00 plus custodial costs
Service organization charging admission	\$135.00 plus custodial costs
Groups other than service organizations	15% of gross receipts or a minimum charge of \$225.00 plus custodial costs

Rental charges for more than four (4) hours of use will be assed at 50% of the 1-4 hour cost per hour of additional use.

Rental of a gymnasium requires the organization or group to secure a signed Notice of Limited Liability from the Public Use of School Facilities for Physical Fitness Activities for each person participating. The notice form can be found on the last page of Agreement for Use of School Facilities.

**School Cafeteria (One event of 1-4 hours)**

Service organization not charging admission (one-time event per year)	No charge (custodial costs may be incurred)
Rehearsal or church group activities	\$35.00 plus custodial costs
Local township groups or families residing in East Porter County	\$35.00 plus custodial costs
Service organization charging admission	\$135.00 plus custodial costs
Groups other than service organizations	15% of gross receipts or a minimum charge of \$225.00 plus custodial costs

Rental charges for more than four (4) hours of use will be assed at 50% of the 1-4 hour cost per

hour of additional use.

Cafeteria use does not include use of the kitchen for the preparation and serving of food. If kitchen use is needed, arrangements should be made through the School Cafeteria Manager. A school-sponsored organization will be charged the actual cost of the cafeteria personnel needed to work at the event. Organizations outside of the school a \$35.00 per hour fee will be charged for each cafeteria personnel hired to work at the event.

**Classroom or Media Center (One event of 1-4 hours)**

Local township groups or families residing in East Porter County	\$20.00 plus custodial costs
Small groups (up to 25 people) from outside of East Porter County	\$40.00 plus custodial costs

Rental charges for more than four (4) hours of use will be assed at 50% of the 1-4 hour cost per hour of additional use.

Any deviation in these rates must have the approval of the Superintendent of Schools. Application for use of school facilities shall be made by the organization and submitted to the building principal for approval. **No facility shall be rented until approval of the building principal has been obtained and proof of liability insurance filed.**



**AGREEMENT FOR USE OF SCHOOL FACILITIES**

(A copy this agreement is to be sent to the corporation office, provided to the organization renting the facility, and maintained at the school)

School desired: \_\_\_\_\_

Rooms or facilities desired: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time event begins: \_\_\_\_\_ Probable closing time: \_\_\_\_\_

Special arrangements: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Rental, Personnel, & Access Costs**

Rental fee (1-4 hours)	\$
Rental fee for time in excess of 4 hours (# of hours X 50% of the 1-4 hour rental fee)	\$
Custodial costs (\$35.00 per hour, per custodian)	\$
Kitchen personnel costs (\$35.00 per hour, per kitchen personnel)	\$
Stage lighting technician (\$25.00 per hour)	\$
Sound system technician (\$25.00 per hour)	\$
<b>Total</b>	<b>\$</b>

**Beverages and food are not permitted in the Kouts Auditorium.**

The undersigned agrees to comply with the Rental of School Facility Policy attached to this application.

**WARNING**

**Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury**

results from the inherent risks of the physical fitness activity.

Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Printed Name of Organization Representative: \_\_\_\_\_

Organization Representative's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

***A non-refundable deposit of at least 50% of the rental fee must accompany the signed contract for all rental groups.***

The costs for personnel will be assessed after the event has occurred.

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**East Porter County School Corporation  
Receipt for Deposit Rental Fees**

I hereby acknowledge the receipt of \$\_\_\_\_\_ from \_\_\_\_\_

\_\_\_\_\_ (Name of Organization)  
in payment of rental set forth in the above contract. The balance of the contract is due the day of the event or before.

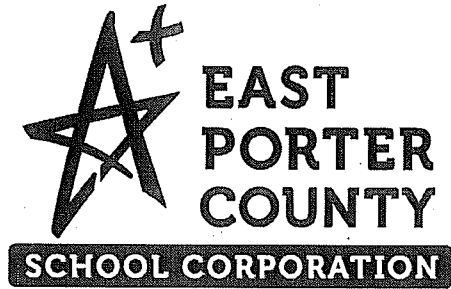
\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

All organizations using school facilities agree to abide by the following East Porter County School Corporation facility rules and regulations:

1. The time and nature of such use shall not interfere with the scheduled school activities.
2. Each group using school facilities shall have a sponsor or responsible adult who shall be in attendance while the group is using the facility. The sponsor shall take responsibility for seeing that these rules and regulations are followed. The sponsor shall be responsible for contacting the principal or assistant principal to schedule the doors to be unlocked for the event.
3. If the school kitchen is used, a food service staff person shall be hired to supervise the use of the kitchen.
4. All functions shall conclude in such a time that the building is vacated by 11:00 p.m. Overnight functions require the approval of the superintendent.
5. No access to rooms other than those designated on this agreement shall be permitted.
6. No special or extra school-owned equipment, including internet access, is included in the facility rental fee. If such equipment is desired special arrangements must be made and an additional fee paid.
7. Alteration of school property by any method or in any form is not permissible.
8. No drinks or food shall be permitted in areas other than the cafeteria. Special note should be taken to keep drinks out of the Kouts auditorium.
9. The organization assumes full responsibility for all damage or loss of school property, including that belonging to students or employees, during the time the facilities are being used.
10. When attendance or other conditions require the use of police, fireman or parking attendant, the renter shall assume full responsibility for the arrangements and wages for their services.
11. The conduct of participants and/or spectators shall be the direct responsibility of the organization. The use of alcoholic beverages, tobacco, or indecent language is prohibited in school facilities and on school grounds and shall be enforced by the organization.
12. Proper gym shoes must be worn for all activities held in a gymnasium. No products are to be applied to any floor for special purposes such as dances.
13. Nothing shall be attached to the school structure without permission of the principal. All decorations must meet state and local fire safety laws and regulations and are to be removed by 7:30 a.m. the following morning. Groups failing to return the school facilities to proper condition for school shall be prohibited from using the facilities without custodial supervision in the future.
14. Organizations shall not be permitted to remove or displace furniture or equipment without the permission and/or supervision of the custodian. If furniture is removed it is the responsibility of the organization to return it in its original location.
15. The organization agrees to assume responsibility for all liabilities arising from the occupancy of the building. The School Corporation assumes no obligations resulting from the rental of a facility.

Date of adoption: April 8, 2002  
Revised: January 11, 2010  
Revised: October 10, 2011  
Revised: June 9, 2014



**Notice of Limited Liability from the Public Use of  
School Facilities for Physical Fitness Activities**

This form is to be signed by any member of the public using a school facility for physical fitness activities when the person either pays a fee to use the facility or when a sponsoring organization has paid a fee on behalf of a person to use the facility for physical fitness activities. The completed form must be provided to the principal or his or her designee before the physical fitness activity commences.

**WARNING**

**Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity.**

**Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.**

**You are assuming the risk of participating in this physical fitness activity.**

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Printed name of participant

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Participant's signature

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Date

