

## **LAKE CENTRAL SCHOOL CORPORATION** **USE OF SCHOOL FACILITIES**

### **Lake Central Priority for Use of Facilities:**

#### **Group I:**

##### **Direct School-related Activities**

(100% Lake Central employees)

e.g. classes, school clubs, and extra-curricular activities that are free of charge

No Rental Fee

No Custodial Fee

#### **Group II:**

##### **School Affiliated**

(Groups that exists solely for the purpose of supporting LC students)

e.g. Booster Groups, PTO, Education Foundation, Alumni Groups, Dollars for Scholars, etc.

A fee may be charged if it creates an additional expenditure.

If this group utilizes a consultant, coach, tutor, specialist, choreographer, etc. a Criminal Background check will be required at their own expense. Liability Insurance required.

#### **Group III:**

##### **Non-for Profit Groups Dealing Directly with Community Youth**

(With a majority of Lake Central district residents)

e.g. Youth Basketball, Scouts, 4-H Clubs, Parks Dept. programs, Police Dept., Fire Dept., city and town organizations, employee tutors, etc.

A nominal fee will be charged. In addition, other charges may incur during the event and will be billed accordingly.

Liability Insurance required.

#### **Group IV:**

##### **Local Civic, Service, Cultural, Political, Non-Profit Organizations**

e.g. Jaycees, Parks Dept. Programs, League of Women Voters, Optimists, Lions, Democrats, Republicans, Kiwanis, Churches, Chamber of Commerce, and other Community Groups. This also includes non-employee consultants, coaches, tutors, specialists, etc.

Rental Fee and Custodial Fees charged.

Criminal Background checks may be required at their own expense. Liability Insurance required.

#### **Group V:**

##### **Private Businesses and Citizens of the Community**

*Acceptable events will be determined by the Superintendent or his/her designee.*

Includes sports teams, activities and/or groups

Rental Fee and Custodial Fees charged.

Liability Insurance required.

**Scheduling priority will be given according to the order indicated above with Group I having first priority and Group V having last priority. Scheduling will be on a first come – first served basis within a group. A Group I organization may bump a lower priority group with notification.**

6/12/18

## **Application Procedures**

1. Application for facility use must be made in writing, on the approved Building Use Form.
2. Rental of facilities will be made to responsible citizens representing a group or organization. A responsible citizen is defined as a person at least 21 years of age who is financially responsible.
3. Completed Building Use Form and a Certificate of Liability Insurance should be turned in a minimum of two weeks prior to the requested date.
4. Permits granted are subject to cancellation at any time by the Board, Superintendent or his/her designee. These apply to a specific date or the completed permit.
5. Holders of permits shall confine their use strictly to the specific area approved and will not be permitted to use any equipment or apparatus unless it is approved on the application.
6. Upon approval, a projected cost will be sent to the address listed on the Building Use Form.

Applicant should sign one copy with the proposed cost on the contract and send it, along with any necessary deposits and/or certificate of insurance, to:

**Lake Central High School**

**8400 Wicker Ave.**

**St. John, IN 46373**

***Attention: Student and Community Activity Secretary***

7. All rental and custodial fees will be invoiced and due 30 days from the invoice date. Renter agrees to be responsible for any additional custodial charges incurred or damages caused by renter's activities

## **Insurance and Liability**

Any non-school group using a facility, must provide a certificate of insurance showing proof of liability insurance in the amount of \$100,000 property damage per occurrence and \$1,000,000 bodily injury per occurrence naming the Lake Central School Corporation as an additional insured.

The requesting party shall protect and hold harmless any member of the Board or any teacher or other employee of the Lake Central School Corporation from loss, or damage to property, provided such member or employee was acting in the discharge of his/her duties.

1. Priority for building use will be given to Groups I and II. The Lake Central School Corporation reserves the right to reschedule a rental event should circumstances arise regarding the corporation's need for the facility. If rescheduling becomes necessary, the corporation will provide the organization renting the facility with advance notice when possible.
2. Possession and/or use of alcohol or other controlled substances and gambling is not permitted on school property. Use of tobacco is prohibited at all times in school buildings and on school grounds.
3. The applicant and his/her organization shall be held strictly accountable for complying with the rules and regulations governing the use of school facilities and shall be responsible for damages, losses, or accidents, which might occur while the organization is using the school facility. If proper care is not exercised, the continued use of the facility may be denied.
4. The sponsoring organization must provide adequate supervision and must insure that parents, students, and visitors use only the areas approved for rental/use. The organization may be required to provide all necessary supporting personnel such as security, medical personnel and parking attendants.
5. A report of any personal injury must be submitted to Central Office by the person securing the permit within 24 hours after such injury.
6. Property damage must be reported immediately to the custodian on duty, and an itemized list of any property damage must be submitted to the principal by the person securing the permit, with a copy to Central Office within 24 hours after any such damage.
7. No signs, displays, or materials may be attached, nailed or otherwise affixed to floors, walls, window glass, woodwork, draperies, stage curtains, grounds, drives, etc., without prior written request and permission. No open flames are to be displayed or used in the building.
8. Equipment, musical instruments and machines may not be moved nor used unless done by authorized personnel. The use of special equipment such as kitchen equipment, public address systems, technology and auditorium equipment, etc. shall be permitted only when operated by employees or other persons authorized and were previously listed on the Building Use Form.
9. All posted rules for each facility shall be followed at all times.
10. Should school officials determine use of an athletic facility (i.e. football field, baseball diamond, soccer field, etc.) by an organization diminishes or compromises the condition of said facility, use by the organization will be revoked.
11. No group can monopolize more space and time than is needed to meet the needs of the organization.
12. At no time will the school corporation's equipment or machinery be unplugged or turned off, i.e. vending machines, scoreboards, AV equipment, etc.
13. Use of facilities can be denied if renter is disrespectful to school personnel or its representatives.
14. Failure to comply with the rules and regulations will be sufficient reason to cancel future privileges.

**CUSTODIAL FEES:**

Organizations in Group II through V that use school facilities after regular hours or on weekends and holidays, are subject to a custodial fee.

The minimum charge is two-hours.

Effective July 1, 2014 - \$30.00/hr.

The flat hourly custodial charge begins ½ hour prior to the requested building open time and ends at least one hour after the renting group departs. However, large events may require more time. Actual time worked will be charged.

The extended time frame is for cleaning and set-up for the following school day (restrooms, hallways, entryways, rented room or rooms). Extra custodial fees may be added to your bill if the custodians need to work past the original estimated time.

**MULTIPLE CUSTODIANS:**

The number of custodians required will be determined at the time of rental. There shall be no exception to this unless requested at time of rental.

**SITE SUPERVISOR AND TECHNICIANS:**

Lake Central School Corporation may require additional support staff for certain events such as technicians and site supervisors. Staff requirements will be evaluated on an individual basis. LCSC will arrange for the additional support staff to be paid for by the renter. Fees will be included in the estimate.

**SECURITY:**

Lake Central School Corporation may require a security staff for events in which size, program and/or nature of the program indicate such needs. LCSC will arrange for security to be paid for by the renter. Fees will be included in the estimate.

**Lake Central School Corporation**  
**Procedure for Applying for Facility Use**

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When an organization or individual is requesting the use of a facility, at any Lake Central school, they will need to follow these steps:

1. Obtain the "Use of Facilities Information Packet and Application".

This information is available at:

- (a) The Lake Central School Corporation website
- (b) any school office
- (c) The Lake Central Administration Center

2. Fill out the "Pre-Application Form" and return it to [facilityuse@lcscmail.com](mailto:facilityuse@lcscmail.com) or mail to:

Lake Central High School  
8260 Wicker Ave.  
St. John, IN 46373  
Attention: "Facility Use"

**This must be received no later than 2 weeks prior to the event.**

3. The "Student and Community Activity Secretary" will review the application. If it is available, the Activity Secretary will notify the representative in writing of the approval and estimated charges. If your estimated rental is over \$1000, or consists of 3 or more days, you may be required to put a 20% deposit down. You will be notified by the Activity Secretary on the estimate if that is necessary and what the amount of the deposit will be.
4. If the renter agrees to the estimated charges, they must send back a signed copy of the agreement along with a copy of their Certificate of Insurance and any deposit that maybe required. The Activity Secretary will then post the activity, date and time on the Lake Central School Corporation Eventlink Calendar. If they do not agree to the charges, they must notify the "Student and Community Activity Secretary" within 3 days of receiving the estimated charges that they will not be using the facility.
5. At the conclusion of the event, the school custodian (or the Lake Central staff member involved) will fill out a form to verify time, materials, personnel hours, condition of equipment and facilities, etc. and send it back to the Activity Secretary within 3 days of the event. Payroll will then finalize all charges and bill the representative. Payment will be due within 15 days of the received final bill. **Please make checks out to "Lake Central School Corporation."**

**Lake Central School Corporation**  
**Facility Usage**  
**Pre Application Form**

Please fill out the following information and return it to [facilityuse@lcscmail.com](mailto:facilityuse@lcscmail.com) or you can mail it to:

ATTN: Facility Use  
8260 Wicker Ave.  
St. John, IN 46373

Today's Date: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Title of the Event: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Dates/Days of the Event: \_\_\_\_\_

Location (building you are requesting): \_\_\_\_\_

Day(s) of the Week: M, T, W, Th, F, Sa, Su (circle all that apply)

Access time to facility/room: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Conclusion Time: \_\_\_\_\_

Expected time you will evacuate the building: \_\_\_\_\_

Expected total amount of people attending event: \_\_\_\_\_

Amount & type of seating needed: \_\_\_\_\_

**Check Rooms/Facility being requested:**

- \_\_\_\_\_ Gymnasium (Circle one: Main, Fieldhouse, Blue Gym, Wrestling Gym, other \_\_\_\_\_)
  - \_\_\_\_\_ LGI
  - \_\_\_\_\_ LCHS Auditorium (requires additional application)
  - \_\_\_\_\_ Other Meeting Room-Please be specific: \_\_\_\_\_
  - \_\_\_\_\_ Non-Meeting Room-Please be specific: \_\_\_\_\_
  - \_\_\_\_\_ Fields-Please be specific: \_\_\_\_\_
  - \_\_\_\_\_ Rest Rooms
  - \_\_\_\_\_ Media Center
  - \_\_\_\_\_ Community Room (Protsman)
  - \_\_\_\_\_ Cafeteria-Please explain the set up you will need in the cafeteria: \_\_\_\_\_
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\_\_\_\_\_ Kitchen: Will you be needing kitchen staff? If so, please explain what your set up will be: \_\_\_\_\_

\_\_\_\_\_ Stage in Cafeteria (Clark, Grimmer, Kahler, Bibich, Homan, Kolling, Peifer, Watson)

**Other Requests: (There are added fees to most of these requests. You will see the price on your estimate under equipment charges or misc. charges)**

- \_\_\_\_\_ Tables -How Many \_\_\_\_\_
- \_\_\_\_\_ Chairs-How Many \_\_\_\_\_
- \_\_\_\_\_ Vendor Table (includes table and 2 chairs for non-food/beverage vendors)
- \_\_\_\_\_ Risers-How Many \_\_\_\_\_
- \_\_\_\_\_ Podium
- \_\_\_\_\_ Microphone
- \_\_\_\_\_ Portable Screen
- \_\_\_\_\_ Overhead Projector
- \_\_\_\_\_ Drop Down Projection Screen (only available at certain schools)
- \_\_\_\_\_ Large Trash Cans
- \_\_\_\_\_ Extension cords/Power strips-How many \_\_\_\_\_
- \_\_\_\_\_ Smart Board
- \_\_\_\_\_ Other \_\_\_\_\_

**Please explain your event so we can get a better idea of what type of set up you will need. (Please add dimensions of an area if your event requires a specific amount of space)**

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\*\*\*\*\***Lake Central Administrative Information**\*\*\*\*\*

*Date Received:* \_\_\_\_\_ *Approved:* \_\_\_\_\_ *Denied:* \_\_\_\_\_

*Approved By:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_