

COMMUNITY USE OF SCHOOL FACILITIES

The public school facilities are provided by the people in order that the youth of the community may receive the benefits of a sound educational program. Although this is the basic purpose for which the schools are built, the complete educational function is not achieved until the school facilities are made to serve the community. School facilities should not be used for personal or commercial activities, but instead the use of school facilities should demonstrate a benefit to the school.

To accomplish this objective, when possible, use may be made of school plants for student-related activities which are educational, recreational, and/or cultural. These student-related activities will be given priority over community-based activities. Activities held by approved student organizations, faculty groups, or student-related parent groups will be rental free.

Community based groups may be assessed appropriate fees to use a facility.

The Board of School Trustees will require the renting organization to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Board and employees of the Board from any loss or damage. The renting organization will observe all fire and safety regulations. In addition, no smoking or use of tobacco products and no alcoholic beverages will be used on school grounds or in the buildings. Further, the renting organization will agree that no immoral or illegal activity will take place on the premises.

Any activities scheduled for Sunday, which involve students, will not take place before 1:00 p.m.

The renter, or group using any property, will restore to original condition any property or equipment damaged or destroyed by them. The Board will be the sole judge of unwarranted destruction of property.

The Board believes that the facilities of the Corporation should be available for community use provided that such use does not interfere with the necessary educational purposes of the Corporation.

The Board may permit the appropriate use of school facilities when so requested in writing by a responsible organization or group of citizens and approved by the building principal. The use of school facilities will not be granted for any purpose which is unlawful.

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School Corporation facilities shall be available for the uses listed below in order of priority:

- A. uses directly related to the schools and operations of the schools
- B. housing, feeding, and care of victims of a local disaster
- C. voter registration and elections
- D. uses for not-for-profit or for-profit organizations providing child care which meets State requirements and other guidelines established by the Board or Superintendent
- E. meetings of employee associations
- F. uses and groups indirectly related to the schools
- G. departments or agencies of the municipal government
- H. other governmental agencies
- I. community organizations formed for charitable, civic, social, educational, political, or religious purposes
- J. commercial or profit-making organizations but not for profit-making purposes

The use of school facilities shall not be granted for any purpose which is prohibited by law.

The Superintendent shall develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by the Board.

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- B. Use of school equipment in conjunction with the use of Corporation facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where guidelines so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the appropriate local authority to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

No liability shall attach to this Corporation, any employee, officer, or members of this Corporation specifically as a consequence of permitting access to these facilities.

- A. Procedures for Use
  - 1. The facilities, which include grounds of each school of the Corporation as detailed on the costs schedule, shall be made available to eligible user groups for temporary use.
  - 2. The administration and control of the use of school facilities, pursuant to policy, shall reside with the principal of the building.
  - 3. Any question of interpretation of the policy shall be determined by the Superintendent.
  - 4. Use of said facilities or any part thereof would be granted only upon written application by an authorized representative of the group or organization desiring to use the facility. Forms for this purpose shall be made available in the office of the building principal.

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5. Request from individuals or groups for use of school facilities or services shall be directed to the building principal who shall evaluate them and rule upon the request. Appeals relative to this decision, if necessary, may be made to the Superintendent. In the event agreement cannot be reached at any of these levels, if the groups so desires, the Superintendent shall arrange for a hearing with the Board.

B. General Information

1. School related groups and/or school-sponsored activities will be given preference over outside organizations in the use of school facilities.
2. All programs scheduled in the public schools shall not conflict with school standards. These ~~program~~ programs shall:
  - a. provide clean and wholesome entertainment;
  - b. comply with all school regulations concerning the use of liquor, narcotics, tobacco, and indecent language on the school premises;
  - c. comply with all State Fire Marshall and State Board of Health rules.
3. School facilities will not be available for prize fights.
4. Use of school facilities on Sunday will be restricted to such purposes as are appropriate to the day.
5. In order to prevent a monopoly by certain groups and for the purpose of budgeting custodial and other school services, usage of school facilities may be limited.
6. The Board and/or the Principal reserve the right to cancel any program within a reasonable time by giving notice to the sponsor of the organization.
7. The temporary use of school facilities will be made available as soon as possible in case of emergencies resulting from disasters such as flood, fire, weather, accident, etc. Authorization for such use resides with the building principal and/or Superintendent or designee.

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8. The various groups or organizations requesting the use of school facilities which plan to charge fees to school-age children for participation in after school activities shall be eligible for consideration provided that such fees are minimal and assessed equitably without regard to geographical residence and without regard to membership in the organization sponsoring the activity.

The requesting group or organization shall actively solicit participation by children in the community without regard to ability to pay.

9. School children of indigent families who desire to participate in programs conducted in school facilities shall be permitted to participate through a waiver of fees by user groups.

C. Eligible Organizations

Organizations seeking approval for the use of school facilities shall be classified in one of the following categories:

1. Category 1 - Spencer-Owen Schools, Owen County Tax Supported Groups, Owen County Related Groups - no fee shall be charged with the exception of custodial overtime or auditorium manager fees which may be charged.

Spencer-Owen Schools related groups, Owen County Tax supported groups, Owen County related groups. Examples of such organizations are listed below:

- a. school parent groups (such as PTO, PTA, High School Parent Group)
- b. SOCS Employee Groups (such as SOEA)
- c. education groups associated with the SOCS professional staff

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2. Category 2 - Community Service Organizations and Community Groups - no fee shall be charged with the exception of custodial overtime or auditorium manager fees which may be charged.

Organization classified in this category shall be those whose proposed activities appear to be at least one (1) of the following:

- a. not self-serving (by definition, for-profit means self-serving)
- b. charitable in nature
- c. service oriented for the benefit of the community. The following is a sample list of such organizations:

Senior Citizens	County Election Board
Boy Scouts	Little League Groups
Girl Scouts	Babe Ruth League
4-H Clubs	YWCA/YMCA
Local AAU <del>(school age)</del> <del>(involving Owen Co. children or groups originating from Owen County.)</del> <del>Students.</del>	Service clubs & organizations
	Various church groups and organizations
	<del>AAU or</del> Adult leagues
	Political organizations
Civil defense	
Head Start	
Unions	
Local individual groups	

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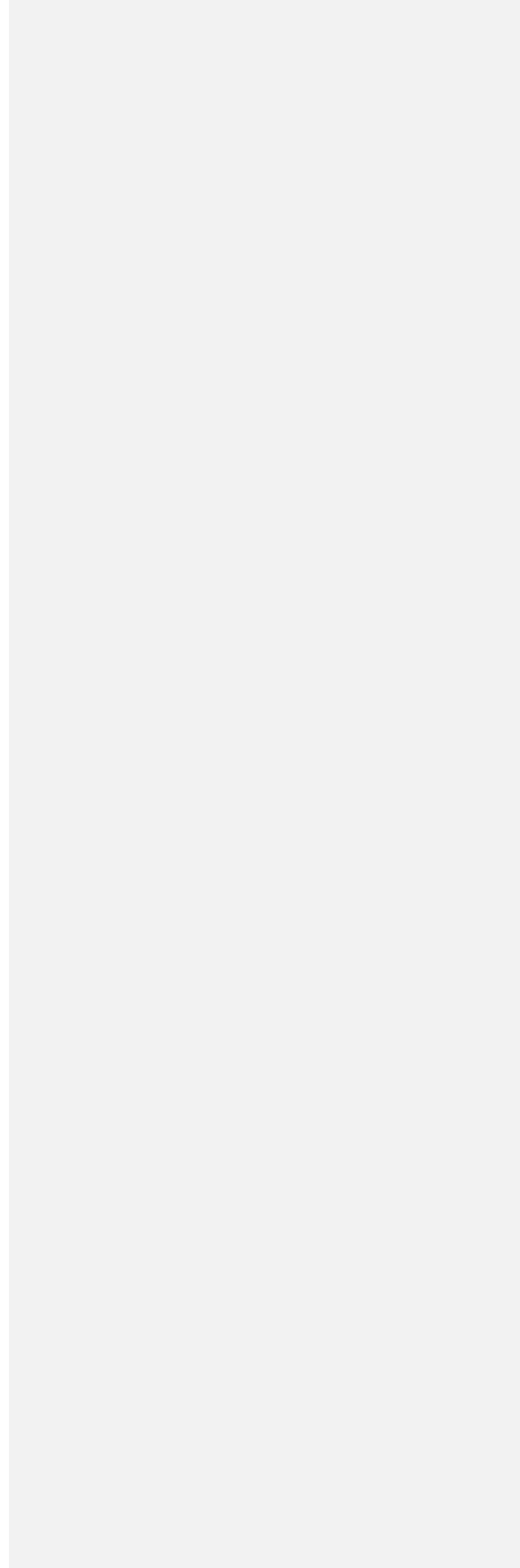
3. Category 3 - Other (see note below)

Organizations classified in this category shall be those which for obvious reasons do not fall in Categories 1 or 2 above. The activities for which use of facilities is requested would appear to be at least one (1) of the following:

- a. self-serving
- b. profitable only to and for said organization
- c. non-charitable or service motivated
- d. private profit or personal gain

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D. Private Profit or Personal Gain

The use of school facilities for private profit or personal gain is discouraged but may be permitted for the purchase of jewelry, awards, class pictures, or other items for use by school-sponsored clubs and organizations in carrying out the approved activities of the clubs and organizations.

E. Partisan/Non-Partisan Political Organizations

1. The use of school facilities for partisan or non-partisan political activities is discouraged but may be permitted for the purpose of carrying on their respective activities contingent upon compliance with all regulations including the following:
  - a. The school and Corporation will remain impartial.
  - b. The school will provide equal opportunity for use of the facilities to all political parties that polled ten percent (10%) or more total vote cast in the School Corporation community in the last general election.
2. School facilities (excluding staff bulletin boards in staff lounges and individual teachers' mail boxes) shall not be used for the distribution of promotional literature on individual candidates or groups of candidates except that School Board candidate campaign literature may be distributed to adults outside of the building on school grounds during school sponsored, open house, and Parent-Teacher Organization meetings when school is not in session.
3. Nothing in this regulation shall be interpreted to restrict the use of political literature for instructional purposes by the classroom teacher when said literature is appropriate to the unit(s) of instruction.
4. Fee waiver will not be granted for the use of school facilities for partisan/non-partisan political groups.



F. Responsibilities

1. A building custodian or school staff member approved by the building principal must be on duty at all times during the use of the facilities.
2. Any group or organization granted use of the facilities under this policy will be liable for and will pay for any damages resulting from said use, as determined by the school principal and approved by the Superintendent and the Board.
3. Any organization using school facilities shall secure the names of any witnesses to any accident that may occur during said use and shall furnish the school principal with a full written report of such accident assuming all liability and damage which may arise because of said accident.
4. Groups using these facilities will be responsible for leaving all rooms and equipment in the same condition suitable for regular schoolwork.
5. The use of school equipment (sound systems, motion picture projectors, stage lighting other than white overhead strip lights) is permitted only through special request and approval.
6. No school property of any kind will be removed from the school building at any time by any person, including school personnel.
7. Charges shall be made to cover the cost of operation scheduled as set forth in the fee schedule.
8. The right of all concessions and sales of refreshments remain with the schools, and control rests with the principal.
9. Any organization or group seeking to use school facilities may be required to show evidence of liability insurance depending upon the nature of the activity and the particular facility to be used.
10. Building principals shall compile a monthly summary of the use of school facilities by non-school related groups to be filed with the Business Office.

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G. Costs

1. All monies received for use of school facilities will be channeled through the SOCS Business Office and will be payable in advance.
2. When an organization ordinarily classified as Category 2 carries on an activity which is strictly self-serving, it will be treated as a Category 3 organization.
3. Only the Board shall have the authority to grant a waiver of fees. In considering fee waivers, the Board shall not consider the following with respect to the requesting party:
  - a. race
  - b. creed or religious affiliation
  - c. political affiliation
  - d. factors that unreasonably distinguish the requesting party from other users of school facilities

I.C. 20-26-5-1, 20-26-5-4, 20-26-8-1  
511 IAC 6-2-1(b)(5)