



# FACILITY RENTAL GUIDELINES



**CENTER GROVE COMMUNITY SCHOOL CORPORATION**  
**BUILDING RENTAL GUIDELINES**

EFFECTIVE SEPTEMBER 1, 2016

<b>Time Period</b>	<b>Class 1</b> Any group whose members consist primarily of CGCSC students	<b>Class 2</b> Any group not included in Class 1
Weekdays 4:00 pm to 6:00 pm	No Charge	Not Available
Weekdays 6:00 pm to 10:pm	No Charge	See Rental Schedule
Saturday 6:00 am to 10:00 pm	No Charge**	See Rental Schedule
Sunday 6:00 am to 10:00 pm	See Rental Schedule	See Rental Schedule

\*\* While there will be no rental charge, there may be a charge for any additional staff needed by the corporation.

**Does your group consist primarily of CGCSC students?**

- If so, you fall into Class 1.

**Do you wish to use our buildings during one of the times listed above as “No Charge”?**

- If so, you probably can use our buildings at no charge. However, your group will still need to complete a Building Rental Application and follow our procedures. Please refer to pages 5 and 6.

**For all others, please refer to the guidelines on the following pages.**

## General Guidelines:

- Eligible renters include local groups or organizations having a majority of their membership residing within White River Township. The group representative must be at least twenty-one (21) years of age, a resident of White River Township, and financially responsible. These eligibility requirements may be waived by the Superintendent.
- Buildings are not available for rent to individuals for events such as parties or receptions.
- Groups that consist primarily of Center Grove parents and are organized to support Center Grove students may be classified as Class 1 with the approval of the Superintendent (PTO's for example).
- Any day in which the building is closed (holidays and summer shut-down) will be treated as a Sunday.
- No rentals will be allowed during the following times:
  - During the regular school day for students
  - During the summer moratorium (usually the last week of June and the first week of July)
  - Any day after 10:00 pm
- Groups holding regional events such as meets or contests will be charged Class 2 rates.
- There will be a \$200.00 charge for snow removal by school corporation vehicles for Class 2.
- The building principal with the Director of Maintenance shall determine the necessity and number of custodians or other staff. Refer to the Building Rental Schedule for staff rates.
- The building principal shall determine those situations in which a security deposit may be required.
- Rental of facilities for profit making activities by outside groups or persons will require the Superintendent's approval.
- Tutoring: Board policy #2424 provides guidance for the tutoring of students by corporation employees:
  - It will require the approval of the Principal or the Superintendent.
  - It may not occur during the employee's work day.
  - It must occur during normal weekday hours.
- Employee directed, run, and operated summer camps are approved each year by the Board. Generally, there will be no rental charge for these camps, except in special circumstances as recommended by the Superintendent.
- The Superintendent is authorized to make special arrangements for groups that rent our facilities on a regular recurring basis each year.
- Charges may be waived or adjusted by the Superintendent.

**CENTER GROVE COMMUNITY SCHOOL CORPORATION**

**RENTAL SCHEDULE**

**CHARGES FOR THE USE OF SCHOOL FACILITIES**

The charges provided below are the base rental fees, and apply once per event (per day, not per hour). This charge does not include any labor costs. Labor costs will be added for supervision, clean-up, security, scoreboard, etc. The building principal / designee shall determine labor required for the event.

<b>ELEMENTARY/MIDDLE SCHOOLS:</b>	<b><u>Rental</u></b>	<b>CENTER GROVE HIGH SCHOOL:</b>	<b><u>Rental</u></b>
Cafeteria	\$100.00	Auditorium	\$350.00
Classroom	\$30.00	Cafeteria	\$150.00
LGI Room	\$60.00	Classrooms	\$30.00
Gymnasium	\$100.00	Conference Rooms/LGI	\$50.00
Media Center	\$80.00	Hall of Excellence	\$175.00
		Media Center	\$150.00
		Swimming Pool*	\$350.00
		Vandermeer Center**	\$350.00
		Vandermeer Upper East Floor	\$100.00
		Vandermeer Upper West Floor	\$100.00
		West Gymnasium	\$175.00

\*A charge of \$100.00 will be assessed for a Certified Pool Operator.

\*\*A set-up charge of \$35.00 will be assessed if the basketball goals are required.

The above rates apply once per event (per day, not per hour). Rates will increase by 50% to renters whose principle center of operations is outside White River Township.

## **CHARGES FOR USE OF ATHLETIC FIELDS**

The charges provided below are the base rental fees, and apply once per event (per day, not per hour). This charge does not include any labor costs. Labor costs will be added for supervision, clean-up, security, scoreboard, etc. The building principal / designee shall determine labor required for the event.

The soccer field is not available for rent.

The use of grass fields is subject to approval by the Athletic Director.

Fees for other fields not listed will be developed on an as needed basis.

Varsity Baseball Diamond *	\$35.00
Varsity Track *	\$35.00
Varsity Football Field *	\$500.00
Varsity Softball Diamond *	\$35.00

\* Use of lights will be charged at \$50.00 per hour.

## **CHARGES FOR ASSIGNED STAFF**

Rates are calculated from the time a building is opened until it is vacated, with a 2-hour minimum.

Auditorium rental will require additional charges for sound / lighting technicians.

Swimming pool rental will require additional charges for the hiring of a Water Safety Instructor and lifeguards. The number of life guards hired will be based upon the number of swimmers using the pool.

Additional Charges for Staff:

	Hourly Rate
Custodians	\$35.00
Sound/lighting Technicians	\$9.00
Lifeguards	\$11.00
Food Service Workers	\$35.00

**CENTER GROVE COMMUNITY SCHOOL CORPORATION**

**RULES FOR SCHOOL FACILITY APPLICATION**

1. The use of all school facilities for any purpose whatsoever shall be cleared through and approved by the building Principal. The Principal may give priority to school programs over outside groups.
2. The use of the building will be strictly confined to areas designated or included on the application. The organization making application will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the school custodian or representative of the school system on duty shall have immediate authority in any matter covering the use of the building. Failure to comply with these rules and regulations will be sufficient reason to cancel future privileges of school facilities.
3. The use of the building is subject to the availability of custodians or other appropriate supervisory staff.
4. All applications approved by the building Principal are subject to cancellation with or without due notice for any reason.
5. Gambling, the use of tobacco, alcohol, or illegal substances on school property is strictly prohibited.
6. No furniture or equipment shall be used or moved without express approval on the application or consent of the building Principal.
7. The use of special equipment such as stage lighting, cafeteria equipment, curtains, goals, bleachers, etc. shall be permitted only when operated by school employees or other persons authorized by the building Principal or his/her representative.
8. No signs, displays, or other materials may be located on school property unless specifically noted on the application.
9. It shall be the responsibility of the organization renting the facility to provide the building Principal with a certificate of insurance naming the Center Grove Community School Corporation as an additional insured in the amount of \$100,000 per person and \$300,000 per occurrence. This will be requested of all groups but is only required of groups that are not "authorized groups." If you do not know if you are an authorized group, please contact the school district business office.
10. It shall be the responsibility of the organization renting the facility to obtain any and all permits of approval necessary for the state and/or local agency pertinent to the event.
11. All applicants for use of district facilities shall hold the Center Grove Community School Corporation free and without harm from any loss or damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be determined by the Board of School Trustees and a bill for the amount of damages will be presented to the organization using or occupying the facilities during the time the loss or damage was sustained.



# Application to Use School Facility

## RULES AND REGULATIONS

The application organization agrees to abide by the following rules:

1. All directions of the school supervisor must be followed.
2. Pay for all damages to the building or property caused by your negligence.
3. No smoking or drinking will be permitted in the facility.
4. No unsupervised minors will be on premise.
5. Relinquish the facility at any time if a school function is scheduled for the time you have requested.
6. Confine your group to the area of the building scheduled for your use.
7. The school's policy on fuel conservation will be followed.
8. All Policies of the school corporation are to be adhered to.
9. Applicants are responsible for general clean up.

## ADDITIONAL GYM RULES

10. List the names of all players that will be using the facility.
11. Use of gym is interpreted to mean gym facility only and players are expected to stay in the vicinity of the Gym.

**Any infraction of the above rules shall be reported to the building principal by the supervisor and the above organization will forfeit all rights to use the facility in the future.**

NAME OF ORGANIZATION \_\_\_\_\_

NAME OF BUILDING \_\_\_\_\_

NAME OF FACILITY (i.e., gym, classroom, etc.) \_\_\_\_\_

DAY(S) AND DATE(S) OF INTENDED USE \_\_\_\_\_

IF REPEATED USAGE, NIGHT/DAY OF WEEK REQUESTED \_\_\_\_\_

TIME OF DAY REQUESTED \_\_\_\_\_ TO \_\_\_\_\_

PURPOSE \_\_\_\_\_

### PERSON APPLYING FOR FACILITY USE

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

I understand the rules and regulations provided:

APPLICANT'S SIGNATURE \_\_\_\_\_

Send Invoice     Check Included    # \_\_\_\_\_

### BILLING INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

APPLICATION     Approved     Denied

CHARGES    \$ \_\_\_\_\_

BUILDING PRINCIPAL SIGNATURE \_\_\_\_\_

**\*\*Please submit form to building you are applying to use\*\***