



# FACILITY RENTAL PROCEDURES



Approved by the Board of School Trustees  
September 23, 2021



**CENTER GROVE COMMUNITY SCHOOL CORPORATION**  
**FACILITY RENTAL PROCEDURES**

**EFFECTIVE SEPTEMBER 23, 2021**

<b>Time Period</b>	<b>Class 1</b> Any non-profit 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	<b>No Charge:</b> No Rental Fee No Labor Cost Fee	Not Available
Weekdays 6:00 pm to 10:00pm	<b>No Charge:</b> No Rental Fee No Labor Cost Fee	Rental Fee will be charged Labor Cost Fee will be charged
Saturday 6:00 am to 10:00 pm	No Rental Fee Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged
Sunday 6:00 am to 10:00 pm	Rental Fee will be charged Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged

**Does your non-profit group consist primarily of CGCSC students?**

- If so, you fall into Class 1.

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

- If so, you probably can use our facilities at no charge. However, your group will still need to complete a Facility Rental Application and follow our procedures. Please refer to pages 6 and 7.

**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.
- Facilities are not available for rent to individuals for events such as parties, receptions, or funerals.
- Facility rental requests may be made up to 6 months in advance of an event.
- 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:
  - Before or 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
- There will be a \$200.00 charge for snow removal by school corporation vehicles for Class 2.
- The building principal with the Assistant Director of Maintenance shall determine the necessity and number of custodians or other staff. Refer to the Facility Rental Schedule for staff rates.
- The building principal shall determine those situations in which a security deposit may be required. The deposit will be 50% of projected expenses, and will be non-refundable within 60 days of the rental.
- Rental of facilities for profit making activities by outside groups or persons will require the Superintendent's approval.
- Rental of facilities for local, non-profit groups that are not in Class 1 will be allowed with approval from the Superintendent. These groups will be charged our direct costs, which is normally just the personnel charge.
- 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

RENTAL 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>CENTER GROVE HIGH SCHOOL:</b>	
	<u>Rental</u>		<u>Rental</u>
Cafeteria	\$100.00	Auditorium	\$500.00
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	See page 5
		Vandermeer Center	\$500.00
		Vandermeer Upper East Floor	\$100.00
		Vandermeer Upper West Floor	\$100.00
		West Gymnasium	\$250.00
		SAC Basketball Courts*	\$100.00 each
		SAC (Entire facility with track)*	\$500.00

\*No food is allowed inside the SAC.

\*\*Use of the cafeteria does not normally include the kitchen. If the kitchen space is utilized, a ServSafe certified staff member must be on site at all times.

The above rates apply once per event (per day, not per hour).

## RENTAL 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 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.

Soccer field	\$500.00
Varsity/JV Baseball Diamond *	\$250.00
Varsity Track *	\$500.00
Varsity Football Field *	\$500.00
Varsity/JV Softball Diamond *	\$250.00
Middle School Track	\$500.00

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

## CHARGES FOR LABOR COSTS

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

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

If it is necessary to call security, the Security Worker rate will be charged, with a 2-hour minimum.

If additional cleanup is necessary because of the use of food, the Custodial rate will be charged for this cleanup, with a 2-hour minimum.

Additional Charges for Staff:

	Hourly Rate
Custodians	\$35.00
Auditorium Manager	\$35.00
Sound/Lighting Student Workers	\$9.00
Food Service Workers	\$35.00
Event Facility Supervisor	\$28
Security Workers	\$25
SAC Safety Officer	\$20

# CENTER GROVE NATATORIUM RENTAL FEE STRUCTURE

## LANE RENTAL

Short Course (25Y) \$10/lane per hour

Long Course (50M) \$20/lane per hour

- 4 lane minimum to rent
- price includes lifeguard

## NATATORIUM RENTAL

Facility: \$100/hr

- includes classroom space, lobby, locker rooms, spectator area, and entire competition pool
- will be billed for water time plus ½ hour prior and ½ hour post
- access to Student Activity Center is separate fee

## CHARGES FOR LABOR COSTS

Personnel (must be CG personnel unless noted with \*)

Aquatics Director	\$50/hr
Pool Supervisor	\$28/hr
Timing System Operator	\$20/hr
Computer Operator	\$20/hr
Diving System Operator	\$20/hr
Announcer*	\$20/hr
Scoreboard Graphics	\$40/hr
Lifeguard	\$16/hr
Custodian	\$35/hr
Security	\$35/hr

- Pool Supervisor is utilized as a back-up to Aquatics Director
- Scoreboard Graphics is an optional position if you would like the CG scoreboard to reflect your meet logo, team logos, special announcements, and other personal design choices.

## OTHER FEES

Timing Equipment: \$250 half day (1-4 hours)/\$500 per day

- Includes Daktronics touchpad and two back-up buttons per lane, Daktronics reaction pads, stop watches, wireless diving judge controllers, laptop with Meet Manager w/ Meet Mobile and Omni Diving, OMNISPORT 2000 controller, PA system
- Pricing is per system. If you are running 2 competition pools in which 2 timing systems are required then you will be billed for 2 systems.

Printing/Copying Heat Sheets \$25/session

**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 facility 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 facility. 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 facility or property caused by your negligence.
3. No smoking or drinking will be permitted in the facility.
4. No unsupervised minors will be on premises.
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 \_\_\_\_\_

BUSINESS OFFICE SIGNATURE \_\_\_\_\_

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

Center Grove Community School Corporation • Education Service Center  
4800 West Stones Crossing Road • Greenwood, Indiana 46143 • (317) 881-9326 • FAX (317) 881-0241



# Frequently Asked Questions

## **Q. Do we rent to individuals for private events?**

- A. No. Page 2 of the guidelines state “Eligible renters include local groups or organizations . . .” and also “Facilities are not available for rent to individuals . . .”.

## **Q. Do we rent to profit-making organizations?**

- A. Yes, but profit making organizations fall into Class 2 and will be expected to pay a rental fee (page 3) and a labor cost (page 4).

## **Q. Do we rent to churches?**

- A. Yes we do. Assuming they want to use the building on a Sunday, they will be expected to pay a rental fee (page 3) and a labor cost (page 4). There are special provisions in Board Policy #7510 that apply to religious organizations. Any signage must be used on the day of the service only. Please contact the Business Office if you receive a request like this.

## **Q. Do we rent to local government agencies (city, county, etc.)?**

- A. Yes. Our past practice has been to charge them whatever our costs are. Typically this means charging them for a custodian.

## **Q. Do we rent to community preschools (their students will become our students in the future)?**

- A. They would be treated just like any other profit making organization. They would fall into Class 2 and will be expected to pay a rental fee (page 3) and a labor cost (page 4).