

Wabash City Schools Facility Usage Policy, Guidelines, and Facility Use Agreement

Board Policy 2120

Use of School Facilities and Grounds The public school buildings are provided primarily for the regular program of Wabash City Schools and they must be maintained at all times in a satisfactory manner for this essential purpose. The public schools ought also to serve as a community center for the promotion of the cultural and educational life of the community. In furtherance of this purpose, the use of the public school facilities outside of school hours may be granted for worthwhile religious, educational, recreational, civic, and cultural activities as freely as is consistent with the statutes, the primary purposes of the schools, and the rules and regulations of the Board of School Trustees. Such activities shall be sponsored by a responsible citizen or group of responsible citizens and pertain to the general welfare of the community. Rules, regulations, and procedures for the use of school facilities, are contained in the Use of School Facilities contract.

Facility Use Guidelines

Corporation facilities shall be available for the below-listed uses. When there are competing interests for such uses, approval will be given according to the following priorities:

1. Uses directly related to the schools and the operations of the schools
2. Uses and groups indirectly related to the schools
3. Meetings of employee associations
4. Uses for voter registration and elections
5. Departments or agencies of the municipal government
6. Other government agencies
7. Community organizations or groups of individuals formed for charitable, civic, social, educational, political, religious, and/or recreational purposes. Organizations may be asked to submit a 501(c)(3) document as proof of non-profit status.
8. Local businesses may rent facilities for non-commercial purposes only. Businesses may be asked to submit a Statement of Purpose verifying that the activity is non-commercial in nature.

Prohibited uses are:

1. Any purpose in conflict with school activities
2. Promulgating any theory or doctrine to the laws of the United States or any political subdivision thereof advocating government change by violence.
3. Any activity that doesn't align with the mission of the Wabash City Schools, or be injurious to the buildings, grounds, or equipment.
4. Partisan political meetings.

5. Meeting of groups which have a discriminatory purpose.
6. Any purpose which is prohibited by law.

Facilities and athletic fields will not be available for uses that may have an adverse effect upon them, such as damage or unacceptable difficulty in cleaning and maintaining the facilities or athletic fields.

Should any part of the Corporation's community be struck by a disaster, the Board shall make Corporation 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 work directly with Wabash County Emergency Management 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.

All activities must be under the sponsorship and supervision of a competent adult(s) who are directly responsible to the organization requesting use of the facility. Each group is responsible for the behavior of its members and guests. When participants are under 18 years old, appropriate supervision is required in order to contain all members to the rented area and to maintain an appropriate sense of order for a public school facility.

District administrators, the building principal, or the custodian on duty have the right to terminate any activity at any time if, in his/her judgment, there are violations of Board Policy, or federal, state, municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment. Right is reserved by the School District to revoke any lease, without liability, should such action be deemed necessary or desirable.

Any facility utilization request or any dispute/special circumstances concerning the use of any of the Wabash City Schools District facilities may be reviewed on an individual basis by the building Principals, Athletic Director, Superintendent, and/or the Board of School Trustees.

Facility Use Agreements

The facility is reserved only after the following has occurred:

1. The applicant completes and signs an official Facility Use Agreement.
2. The Superintendent or his/her designee approves and signs the application.
3. All rental fees are paid to the central office.

School facilities must be vacated by 10:00pm (local time) unless prior approval is gained for an extenuating circumstance.

The user shall not assign or sublet the facility or any part of the facility to any other user. The user shall be responsible for using the facility for the purpose described in the Facility Use Agreement.

The School District reserves the right, in the event of an emergency requiring the use of the facility for a school event or adverse weather conditions, to cancel the Facility Use Agreement without penalty to the School District. All use of school facilities may be canceled when schools must be closed due to inclement weather or other conditions.

The user must agree to the following terms when signing the lease. If the user signs a use agreement with the School District and fails to meet the conditions of these terms, the user may not be allowed to use School District facilities in the future.

Terms of Facility Use Agreement:

1. Users are restricted to the dates, hours, and areas specified on use agreement..
2. A building custodian or school staff member approved by the building principal must be on duty at all times during the use of school facilities. If the use is during non-custodian work time (weekends), extra charges may apply.
3. Adequate supervision of leased areas must be provided by the user.
4. The user assumes all liability for injury or damage to individuals or property and to indemnify and hold harmless the School Board and employees of the School District from any loss or damage.
5. The user seeking to use school facilities shall be required to show evidence of liability insurance (\$1,000,000 or greater) depending upon the nature of the activity and the particular facility to be used. Exemptions to this require prior board approval.
6. The user will uphold WCS policies of the banned use of smoking, other tobacco products, and alcoholic beverages.
7. The user agrees that all activity at the facility will not be immoral or illegal.
8. All fire and safety regulations must be observed.
9. The user must restore to original condition any property or equipment damaged or destroyed by them. The Superintendent or his/her designee shall be the sole judge of unwarranted destruction of property.
10. No furniture or equipment may be moved without approval of the building principal. No signs, displays, or materials may be attached, nailed, or otherwise affixed to the floors, walls, window glass, woodwork, draperies, stage curtains, grounds, drives, etc., without permission of the building principal.
11. The use of special equipment such as stage lighting, scenery, video equipment, curtains, picture projectors, public address systems, etc., shall be permitted only when operated by employees or other persons authorized by the principal. Extra charges may apply.
12. When using outdoor fields, any painting/stripping of the field will be completed by Wabash City Schools personnel. Extra charges may apply.
13. The right of concessions and sale of food and drink remains with the school and control of concessions rests with the principal of the building.

14. Groups using these facilities shall be responsible for leaving all rooms and equipment in condition suitable for regular schoolwork.
15. All charges and fees to use school facilities shall be channeled through the central office and shall be payable in advance. Fee schedules are updated on a yearly basis and are available upon request from the central office or can be found on the WCS Website.

Categorization of Users for Purposes of Applying Fees

Wabash City Schools applies the following categorization of organizations to determine charges applied to lease agreements:

Category 1 – Wabash City Schools and Wabash City/County Tax Supported Groups – no fee shall be charged with the possible exception of custodial charges if the Superintendent or his designee deems additional custodial help is necessary for the given event/lease agreement.

Examples of such organizations are listed below:

1. School Parent Groups (PTO, Band Boosters, Athletic Boosters, etc.)
2. Tax supported groups

Category 2 – Community Service Organizations and Community Groups – no fee shall be charged with the possible exception of custodial charges if the Superintendent or his designee deems additional custodial help is necessary for the given event/lease agreement. **Fees for outdoor athletic fields and gymnasiums still apply.**

Organizations classified in this category shall be those whose proposed activities appear to be at least one of the following:

1. Not self-serving (by definition, for-profit means self-serving)
2. Charitable in nature
3. Service oriented for the benefit of the community/children

Following is a sample of such organizations:

Boy Scouts / Girl Scouts

Community Athletics/AAU Athletics

YMCA

Service Clubs and organizations

Category 3 – Other

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

1. Self-serving
2. Profitable only to and for said organization
3. Non-charitable or service motivated
4. Private profit or personal gain

Facility Usage Rental Fees*

Facility	Cost Per Use
WMHS Alumni Field (Football Stadium)	\$150.00
Coolman Gymnasium	\$100.00
Auxiliary Gymnasium (WMHS)	\$75.00
OJN Gymnasium	\$75.00
WHMS Baseball Field	\$50.00
WHMS Softball Field	\$50.00
WHMS Cafeteria	\$50.00
OJN Cafeteria	\$50.00
Auditorium	\$100.00
OJN Library	\$30.00
WMHS Library	\$30.00

Custodial Fees: \$30.00 per hour

Auditorium Sound and Lighting Personnel: \$40.00 per hour

***Fee Rental Waivers and waiver of Liability Insurance Requirements require Wabash City School Board approval a month in advance.**