

ADMINISTRATIVE RULES AND PROCEDURES FOR USE OF SCHOOL FACILITIES, GROUNDS AND EQUIPMENT

1. The use of school facilities, grounds, and equipment are governed by Evansville Community School District (ECSD) School Board Policy 830 located on the District website.
2. Approval of requests for use of school facilities, grounds, and equipment will use the following priority:
 - a. ECSD School Groups and Activities
 - b. Area Non-Profit Student Groups (e.g. youth sports, Cubs Scouts, Open Gym)
 - c. Resident and Regional Non-Profit Groups (e.g. private parties, United Way, Civic Groups)
 - d. Resident For-Profit Groups, Organizations or Individuals
 - e. Non-Resident Groups, Organizations or Individuals
3. Facilities, grounds, and equipment reservations for all non-school sponsored activities or events should be made using the online facilities reservation program.

Applications for use may be made according to the following schedule:

<u>Dates of Use</u>	<u>Application Period Opens</u>
Jul 1 – Sep 30	Jun 15
Oct 1 – Dec 31	Sep 15
Jan 1 – Mar 31	Dec 15
Apr 1 – Jun 30	Mar 15

4. A group or organization that wants to use any of the kitchens within the School District is required to fill out a request and submit it to the Food Service Director, no less than 24 hours prior to the event. If any equipment is going to be used or food preparation is going to occur, a Food Safety Certified employee must be present. The group or organization will be billed an hourly rate for that employee to supervise the event. Any non-compliance violates the Rock County Health Code. Please complete the Request for Kitchen use available online.
5. No reservation is transferable to another party. Users are prohibited from any attempt to rent, sublet, assign or transfer their use of school facilities, grounds, and equipment to cover other groups.
6. The District reserves the right to cancel school facilities, grounds, and equipment use requests upon 24 hours' notice or to reassign a user to a different room or site.
7. If school is closed due to weather or other facility emergencies, all events held in school facilities are cancelled.
8. Use of facilities on emergency closure days or the following School District observed holidays is not allowed. The holidays include:
Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, and New Year's Day.

Supervision and Protection of School Facilities, Grounds, and Equipment

1. The Building Principal and/or Director of Buildings and Grounds are responsible for the supervision and protection of the school facilities, grounds, and equipment. Careful judgment shall be used when delegating this responsibility.
2. A District custodian or authorized District employee, designated for this purpose, must be present while school facilities, grounds, and equipment are in use during non-custodial hours. This requirement may be waived by the Building Principal or Director of Buildings and Grounds when sufficient appropriate alternatives exist to secure the school facilities,

grounds, and equipment and the individual in charge has proper instructions to see that the school facilities, grounds, and equipment are secure and protected.

3. The individual completing the online reservation shall act as supervisor of the event and is required to be on-site at all times during the activity. School facilities, grounds, and equipment must be supervised by an adequate number of responsible adults to insure proper use and care of school property. When a user group reaches 50 participants during an event, the District will determine custodial staffing requirements and associated charges.
4. The individual completing the online reservation will be held financially responsible for damage to school facilities, grounds, and equipment, including damages created by any member, guest or invitee of the user while using District property. The District has liability insurance that will cover only the District. The District reserves the right to require a certificate of insurance from non-Evansville Community School District based groups/organizations to verify coverage where it is deemed appropriate prior to granting use of school facilities, grounds, and equipment. The certificate, in the minimum amount of one million dollars (or additional amount as requested by the Business Office), shall name the Evansville Community School District as an additional insured. The certificate shall be uploaded to the facilities reservation site a minimum of 10 days prior to the scheduled facility use.
5. The individual or user group agrees to indemnify, save and hold free and harmless, the Evansville Community School District, its officers, agents and employees, from and against all claims and demands, loss, liability, cost or expense of any kind or nature whatsoever which the District, its officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to the property arising out of, connected with or attributable to rental, use and occupancy of school facilities, grounds, and equipment.
6. Local, state and federal laws/ordinances, fire codes and safety regulations must be observed.
7. Unauthorized use will be considered trespassing and theft, which may result in fees, fines, possible loss of facility use, and/or legal action.
8. If someone is in the building, not affiliated with the group or another of the scheduled groups, the Event Supervisor is responsible for them and may ask them to leave. If they do not leave, the Event Supervisor is to call the police (882-2292).

General School Facilities, Grounds, and Equipment Use Regulations

1. District school facilities, grounds, and equipment are to be used only as designated on the Facility Use Contract. The purpose of use must be stated on the Facility Use Contract; deviation will be considered a breach of contract and may result in denial of future use of school facilities, grounds, and equipment.
2. All cancellations or changes must be made through the online facilities program at least 72 hours prior to the scheduled usage or the user may be billed for the entire facility use fee or the actual costs incurred by the District.
3. Facility Use Contracts are approved for specific school facilities, grounds, and equipment, areas and date(s)/time(s). Supervisors are responsible for ensuring that unauthorized areas/portions of the building are not entered and the premises are vacated as scheduled.
4. Use of tobacco products is prohibited in/on school facilities, grounds, and equipment.
5. The possession or use of alcoholic beverages or illegal controlled substances is prohibited on District property. Persons under the influence of intoxicants or controlled substances are not permitted in District facilities or on District grounds.
6. Firearms or other weapons of any type, concealed or unconcealed, are prohibited on District property. The only exceptions are law enforcement officers on or off duty and where state law prohibits a district from restricting an individual's right to possess a firearm or other weapon on District property.

7. The Building Principal or designee must give prior approval to any group for installation of any decorations. All decorations shall be removed at conclusion of event unless prior arrangements have been made.
8. Property of non-school groups or organizations may not be stored in school facilities, grounds, and equipment without the prior approval of the Building Principal. The District is not responsible for lost, stolen or damaged user property stored in/on school facilities, grounds, and equipment.
9. Users will be responsible for any special set-up that is required. Special set-up that is performed by District personnel will be charged directly to the individual or group/organization using the school facilities, grounds, and equipment.
10. Refreshments/food may be served only with prior approval and in designated areas (consult your online contract for details).
11. Users are expected to clean up following use of the school facilities, grounds, and equipment. Any clean up, beyond normal duties, performed by District personnel will be charged to the individual or group/organization using the school facilities, grounds, and equipment at an hourly rate (overtime rates will apply).
12. Athletic fields should not be used in wet conditions. An additional fee will be charged if the fields need to be re-conditioned.
13. All areas must be left in the same or better condition as they were found. Furniture and other equipment must be returned to the location where it was found before the activity so that the area is prepared for the next class or activity. Building areas are inspected on a daily basis by the custodial/maintenance staff. Maintenance fees will be assessed for any destruction, vandalism, or damage, including marks, scratches, and dents, that are found following the activity. Additional fees will be charged for maintenance costs incurred. Future facility use may also be prohibited.

Special Provisions Related to School Facilities, Grounds, and Equipment Modifications or Installations of a Permanent or Semi-Permanent Nature

1. No group, organization or individual using/renting school facilities, grounds, and equipment (the renters) may make any modification(s) to any school facilities, grounds, and equipment structure of a permanent or semi-permanent nature or install anything on a facility structure of a permanent or semi-permanent nature without first obtaining the written authorization of the Building Principal and Director of Buildings and Grounds.
2. When considering this authorization decision, the Director of Buildings and Grounds shall consider the type of school facilities, grounds, and equipment modification or installation and its effect on the school facilities, grounds, and equipment structure and may also consider the same factors that are considered when accepting gifts to the schools. The Director of Buildings and Grounds may authorize modifications and/or installation with conditions attached including, but not limited to the following:
 - a. The modifications or installation shall become the property of the District.
 - b. The modifications or installation may be used by the District for school purposes.
 - c. The District may require the renters to remove the modification(s) at any time during the rental period with a minimum of 30 days' notice.
 - d. In the event that the modification(s) is/are in need of repair, the District shall determine the percentage of repair costs to be shared.
 - e. The facility user may be required to remove the modification or installation at the conclusion of the use/rental period and restore the school facilities, grounds, and equipment to its original condition, normal wear and tear expected.
3. The District shall not be responsible for any cost of any authorized school facilities, grounds, and equipment modification, installation or restoration.

Use of Issued Keys/Fobs

1. A key or fob may be issued to individuals 18 years of age or older who have been approved through the facility use process to use school facilities, grounds, and equipment during non-custodial hours.
2. The key or fob must be returned on the next business day following the activity, unless other arrangements have been agreed to in writing.
3. A \$20 refundable deposit will be charged to all fob users.
4. Failure to return the fob according to this procedure will result in loss of \$20 refundable deposit. Failure to return a key will result in a \$50 fee.
5. The party that has been issued a key or fob is responsible to do the following:
 - a. Be responsible for the security of the building during the times of use, inspecting the facility before and after a scheduled use, making sure only areas on the Facility Use Agreement Form are used and checking that all doors are secure upon leaving. Under no circumstances shall users block and/or prop open outside doors of the schools.
 - b. Report any school facilities, grounds, and equipment damage, in writing, to the Facility Scheduler or Building Principal as soon as possible.

Use of School Kitchens

1. State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards. These standards must be met at all times, including the use of food service facilities for functions other than school lunch preparation. To insure that the standards are met, food service personnel must be on duty when food service kitchens are used.
2. Cost for District food service staff assigned by the District shall be charged to the user group. Rates shall be based on no less than one-hour increments of work.
3. Food service equipment shall always be operated by District food service personnel.
4. Strict requirements for school kitchen use are necessary so the facility is left in an orderly and sanitary condition, ready for regular use by the food service staff. User groups are required to clean up equipment and will be given access to the dishwashing area (not the dishwasher) in each kitchen. Users are prohibited from using any other part of the kitchen in order that all sanitary and health requirements can be met.

Community Walkers

Community members interested in using school facilities for a walking exercise program are welcome to do so during the hours designated at each building open to walkers. Hours are 6:00 am to 7:00 am and/or 4:00 pm to 9:00 pm unless otherwise posted. We ask that walkers sign in each time they walk and that they do not interrupt staff and students during their planning time or work. We reserve the right to conduct background checks on walkers and may request the information we need to complete background checks.

Use of Evansville High School (EHS) Weight Room

Community members may use the high school weight room during the following hours: M-F 5a-7a, 6p-9p; Sat-Sun 5a-9p; closed holidays and inclement weather/emergency school closings. ECSD middle and high school age students may use the weight room under the direction of a district employee, district volunteer, or parent. Children elementary age and under will not be allowed in the weight room (including children of adults approved to use the weight room). Weight room users will follow all posted rules and follow equipment manual directions as posted on site. ALL weight room users (including students not under the supervision of an EHS coach during a specific sports season) MUST have a signed recreation agreement AND liability agreement on file in the District Office.

Use of Practice Ball Fields

Only trained personnel shall prep fields. Bases and pitching mound must be added or removed to accommodate the groups. Fields must be raked after use.

Use of PAC

Only trained personnel shall operate equipment in the PAC.