

# **NORTH SPENCER COUNTY SCHOOL CORPORATION**

## **Use of Facilities Policy**

*This policy is to be used in conjunction of NSCSC Policy #7510.*

Individuals and organizations requesting use of building facilities shall be classified as follows:

### Class A – Official School Activities

1. Middle school, high school, and elementary athletic activities, assemblies, concerts, plays, class projects, teacher meetings, etc., all approved by the Building Principal.
2. Public meetings or student groups directly initiated and/or sanctioned by the Board of School Trustees or School Corporation.

### Class B – Organizations Directly Affiliated with the Schools

1. Booster Clubs, School Parents' Groups, Boy Scouts, Girl Scouts, Youth Sports Programs, teacher groups, and any other groups directly affiliated with the schools.

### Class C – North Spencer County Organizations and Individuals

1. Service Clubs, Women's Clubs, Adults Sports Programs, or other responsible organization with 51% of their membership residents of North Spencer County School Corporation.

### Class D – Non-North Spencer County Organizations

1. All organizations of an educational or cultural nature with less than 51% of their membership residents of North Spencer County School Corporation.

### **Liability Insurance**

Users shall supply a certificate of liability insurance coverage on request. Coverage should match school corporation limits.

### **Schedule of Fees – Regulations**

Use of building facilities shall be on a rental or fees basis depending upon the classification of the group, operational costs involved, and a financial return to the district. The following fee schedule shall be used:

	<i>Fee When No Admission Is Charged</i>	<i>Fee When Admission is Charged or Fund Raiser</i>
Class A	No Fee	No Fee – All funds to go into the school General or Extra-Curricular Accounts
Class B	Personnel Costs	Personnel Costs
Class C	Cost of Operation and Personnel Costs	Cost of Operation and Personnel Costs plus 5% of total income (Fees, charges, admissions)
Class D	Cost of Operation and Personnel Costs	Cost of Operation and Personnel Costs plus 10% of total income (Fees, charges, or admissions)

If Class A or B users request use of school facilities when custodial personnel are on duty, no operational or personnel costs will be assessed.

If Class C user regularly donates funds to schools, operational costs may be waived when custodial personnel are on duty.

If Class B or C users request use of school facilities when custodial personnel are not on duty, operational costs may be assessed; but personnel costs will be assessed. Assessment of 5% of total income may be waived if Class C users regularly donate funds to schools. Custodial costs may be waived if a building principal or his/her designee accepts responsibility for building security and performs as if a custodian is on duty during Class B or C user activities.

In the event that a principal or his/her designee does not make arrangements for security, and custodial services, the user will pay personnel costs of two(2) hours for a custodian to unlock and lock school facilities.