

Sheridan Community School Corporation

Administrative Guidelines

7510A - USE OF CORPORATION FACILITIES

Applications

Any organization or individual desiring to use Corporation facilities shall complete an application available at the SCS Central Office or Sheridan Elementary, Middle, or High School and submit it to the principal for approval.

- A. Completed applications for facility use, when charges are involved, must be accompanied by full payment. It is the responsibility of the organization to complete all requested paperwork on building usage, as well as be the responsible party to pay for the custodial hours specified in the original request form.
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- B. The principal shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
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- C. The Superintendent will approve all requests and send a photocopy of the request to the building administrator. If the application is not approved, all deposits included with the application will be returned with the application.
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- D. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, etc.) whenever extra pay for school employees is required as a result of the use.
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- E. The Corporation reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Superintendent **with or without due notice**. All approvals are to be granted with this understanding. The payment is refundable when twenty-four hours notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
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- F. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.
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Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with Corporation programs or not authorized by Board policy.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
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- B. Use of tobacco is prohibited. All users are responsible for complying with this regulation.
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- C. Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.

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- D. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the Superintendent. All candles must be in a container so that no open flames are exposed.
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 - E. The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.
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 - F. Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
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 - G. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
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 - H. Uses of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Arrangements must be made with the building administrator for use of any special or extra equipment.
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 - I. Buildings will normally be open two (2) hours prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved.
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 - J. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
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 - K. Gambling of any kind is prohibited.
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 - L. A school custodian shall be on duty whenever a facility is being used except as exempted by the Superintendent. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
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 - M. Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.
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 - N. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
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 - O. The Corporation will not be responsible for any loss of valuables or personal property.
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 - P. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facilities are being used.
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 - Q. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.
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FEE FOR USE OF CORPORATION BUILDINGS

A schedule of fees for the use of Corporation facilities is determined annually based upon the following factors:

- A. The use of Corporation facilities for activities related to the educational program and Corporation operations shall be without cost to the users, except that the users shall be responsible for any police fees.
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- B. The use of Corporation facilities for any nonprofit community use shall be negotiable through the Superintendent. The users shall be responsible for any extra custodial and cafeteria fees and police fees.
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- C. All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.
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Area Requested	Cost
Each additional hour of use beyond 3 hours for facilities	\$ 50.00
Instructional Classroom	\$ 50.00
Gymnasium	\$150.00
Cafeteria without kitchen	\$ 75.00
Cafeteria with kitchen plus kitchen personnel at one and one-half rate with a 2 hour minimum	\$150.00
SMS Auditorium	\$150.00
SES Stage	\$ 75.00
Athletic Field	\$150.00
Sodexo Charges	\$ 50.00 minimum fee \$ 25.00 each additional hour

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