

## Northern Wells Community Schools Facility Usage Policy #7510

This policy is for groups or organizations outside of the Northern Wells Community School district. The application process does not apply to NWCS activities and organizations. NWCS clubs, teams, and groups simply need to organize facility usage with the building administration. However, if a NWCS-sponsored camp occurs when custodians are not on duty, custodial fees may apply.

### Eligible Organizations

- The use of NWCS facilities outside of regular school hours will be granted for worthwhile educational, recreational, civic, cultural, or commercial activities which are consistent with state statute and NWCS Board policies. Such activities shall be sponsored by a responsible citizen or a group of responsible citizens and pertain to the general welfare of the school and community.
- A “responsible citizen” is defined as a legal NWCS resident who is at least 21 years of age.
- The group or organization must be local, which means most participants in any event live within the Northern Wells Community Schools district boundaries.
- Political must have polled higher than 10% of the entire vote cast in the State of Indiana in the last general election to be eligible for NWCS facility usage.
- Unless prior approval is given by the Superintendent, no form of gambling except for the use of door prizes will be allowed.
- Applying organizations will be placed into the following group distinctions:

Group I:	School-Supported Auxiliary Groups such as PTO, Boosters, Alumni Groups, etc.
Group II:	Community-Supported Athletic Leagues or Other ECA-Related Organizations that Supports NWCS Programs. Participants must be verified by building principals per roster submitted with application. If there is less than 70% NWCS student participation, the organization/activity will fall into Group IV description.
Group III:	School-Approved Community Groups such as Scouts, etc.
Group IV:	Community Citizens, Local Businesses, Community Youth Activities, Travel Sports Team (must include at least one NWCS student)
Group V:	Local Tax-Supported Government Agencies such as Police, Fireman, etc.
Group VI:	Local Civic, Service, Cultural, Political Parties, Non-Profit Organizations Such as Kiwanis, Optimists, Lions, Jaycees, Churches, and other Local Community Groups.

### Application Process

- The Facility Use Application/Agreement Form can be found on our district website.
- A signed Facility Use Application/Agreement must be on file in each building prior to use with Proof of Liability Insurance and payment being provided at the time of the application. Applicants agree to hold harmless NWCS and agrees to assume responsibility for all liabilities arising incident to occupancy of the facility. The applicant shall be responsible for all damages or loss of school property, including that belonging to students and employees, occurring during the time the facility is being used by the applicant.
- A building administrator from the facility being requested for usage will either approve or deny the request based on the outline within this policy as well as the availability of the facility. The building office staff will facilitate the scheduling of the facility based upon season and group priorities as outlined with this policy.
- Groups I, II, and III may use a school facility with no rental fees. Groups IV, V, and VI will be charged a rental fee. If the facility usage occurs outside of regular custodial schedule hours, custodial fees will be assigned to Groups I-VI.

**Scheduling of Facilities**

- Regular NWCS-directed activities/functions shall be given priority over all other groups. In some cases, a NWCS-directed activity may need to be rescheduled. A rescheduled NWCS-directed activity may result in the need to reschedule a previously approved event for a non-NWCS group.
- After NWCS-direct activities/functions, the priority to scheduling non-NWCS groups will be given in this order: Group I, Group II, Group III, Group IV, Group V, and Group VI. “In-season” activities also will be given priority.
- Although Sunday rentals are available, they are discouraged. NWCS facilities may be rented by an individual or group in any calendar year for a maximum of thirteen (13) Sundays. Continuous use beyond thirteen (13) Sundays in a calendar year will require special Board approval.
- It is also discouraged for NWCS-directed activities to use NWCS facilities on Sundays and holidays. Requests will be reviewed on a case-by-case basis by the Superintendent.
- Except for NWCS athletic competitions and other school-related performances, the NWCS Facilities Director must be consulted on all weekend facility usage requests prior to approval to ensure that custodial staff will be available.
- If school is not in session, facility usage will not be permitted on that day.
- Should any part of the NWCS community be struck by a disaster, the Board authorizes the Superintendent to make the corporation’s facilities and/or grounds available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities or organizations.

**Facility/Equipment Rental Fees**

Facility	Group I	Group II	Group III	Group IV	Group V	Group VI
Football/Track Stadium with Press Box	NC	NC	NC	\$175/Hr.	\$175/Hr.	\$175/Hr.
Football/Track Stadium	NC	NC	NC	\$100/Hr.	\$100/Hr.	\$100/Hr.
Athletic Fields	NC	NC	NC	\$75/Hr.	\$75/Hr.	\$75/Hr.
Wrestling Room	NC	NC	NC	\$65/Hr.	\$65/Hr.	\$65/Hr.
Swimming Pool (Includes lifeguard charge)	NC	NC	NC	\$65/Hr.	\$65/Hr.	\$65/Hr.
Cafeteria plus Kitchen (Includes kitchen staff charge)	NC	NC	NC	\$50/Hr.	\$50/Hr.	\$50/Hr.
NHS Auditorium	NC	NC	NC	\$50/Hr.	\$50/Hr.	\$50/Hr.
Sound System Equipment	NC	NC	NC	\$35/Hr.	\$35/Hr.	\$35/Hr.
Technology Equipment	NC	NC	NC	\$35/Hr.	\$35/Hr.	\$35/Hr.
Tennis Courts	NC	NC	NC	\$25/Hr.	\$25/Hr.	\$25/Hr.
Gyms (per gym)	NC	NC	NC	\$25/Hr.	\$25/Hr.	\$25/Hr.
Cafeteria (no kitchen)	NC	NC	NC	\$15/Hr.	\$15/Hr.	\$15/Hr.
Classrooms (per room)	NC	NC	NC	\$15/Hr.	\$15/Hr.	\$15/Hr.

**Custodial Fees:** Groups I-VI will be charged an additional \$35/hr. fee for rentals that occur outside of the building’s regular work schedule for custodial staff.

### **Additional Rules and Expectations**

- The possession or consumption of alcoholic beverages, tobacco products, illegal drugs, and other controlled substances, is not allowed on school property.
- The use of profane or indecent language is prohibited. Appropriate behavior is expected by all members of the rental party. Supervision of spectators and other nonparticipants is the responsibility of the rental party.
- All state and local fire safety laws and regulations must be followed.
- Unless specifically addressed within the facility usage agreement, no furniture or equipment shall be used or moved.
- Unless specifically addressed within the facility usage agreement, no food and drink are permitted on carpeted area.
- Proper footwear is expected for gymnasium rentals and activities.
- The use of skateboards, rollerblades, and/or roller skates are not permitted.
- Failure to meet any of the rules/expectations and other obligations within this policy may result in a denial of future rental privileges.