

Admin Guideline

FACILITY MANAGEMENT PROGRAM - NON-SCHOOL USE OF SCHOOL FACILITIES

Eligible Organizations

1. Local groups, organizations, or teams are defined as those having the majority of participants living in the WWS District unless otherwise approved by the Superintendent or the Board of School Trustees. Application for facility use must be made in writing.
2. Rental of facilities will be made to responsible citizens representing a group or organization. A responsible citizen is defined as a person at least 21 years of age who is a resident in Washington Township and/or who is financially responsible.

Priority For Use of Facilities and Fees:

Group I: Direct School Related Activities and School Sponsored Groups

E.g. classes, school clubs, extra-curricular activities,
performing arts, adult education,
employee professional development, BAC/TOTS,
Booster Groups, PTO,
Education Foundation, and Alumni Groups

No Rental Fee
No Custodial

Group II: Not-for-Profit Community Youth Organizations (Need to have majority of Westfield Residents) and Local Governmental Agencies

E.g. Scouts, Campfire Girls, 4-H Clubs, Youth Athletic Leagues,
Westfield Club Sports (WBA, WBC, Swimming, Wrestling, WYSI),
YMCA, Student Impact, and Indy Hoops, lacrosse, rugbee,
police, firemen, city, and township organizations

No Rental Fee unless
admission charged.
Custodial Fee
charged after regular hours.

Group III: All other groups

E.g. Jaycees, League of Women Voters, Optimists,
Lions, Democrats, Republicans, Kiwanis, Churches,
Chamber of Commerce, and other Community Groups
Private Businesses and Citizens of the Community

Rental Fee charged.
Custodial Fee charged
after regular hours.

*Acceptable events will be determined by the
Superintendent, his/her designee, and/or Board of School Trustees
Includes Sports teams that are not a majority of Westfield Residents

Scheduling priority will be given according to the order indicated above with Group I having first priority and Group III having last priority. Scheduling will be on a first come – first served basis within a group. A Group I organization may bump a lower priority group with a two week or greater notification.

3. Rental fees are not charged to any Group I organization. Group II will not be charged a rental fee unless an admission is charged. Group III will pay the rental fees as established on the fee schedule. No custodial fees are charged to Group I. Groups II and III will be charged custodial fees after regular hours regardless of whether or not they must pay a rental fee.

4. In order to recover some of our utility costs associated with facility usage outside of the regular school day, a Facilities Utility Fee may be charged to any group that has multiple teams using school(s) for practices and games. The group shall assess each team member using indoor school space an annual \$15.00 per player or \$30.00 per swimmer utility fee. Team sponsors shall remit the proceeds of this fee to WWS.
5. The Superintendent or his or her designee reserves the right to waive or reduce rental fees.
6. Facilities generally are not to be used for commercial or personal gain. The Internal Revenue Service listing of non-profit organizations will be used as a guide. In certain instances where school facilities are uniquely suited to provide services to our youth (e.g. sports camps and youth sports groups), requests for use of school facilities will be monitored so that use of schools does not give the sponsor the ability to monopolize a program or service.
7. Should all or any part of the Corporation's community be struck by a disaster, the Board will cooperate with recognized local, State, or Federal agencies, such as the Red Cross and Civil Defense, in the use of its facilities without charge during extreme emergencies.
8. Public celebrations shall not conflict with the educational day and must have prior approval of the Superintendent or his/her designee. Funerals or weddings shall be scheduled with the permission of the Superintendent or his/her designee.
9. School employees wishing to use any facility for profit for tutoring, lessons, camps, etc., must go through the Student Support Program and have written permission from the building principal and Superintendent. A rental fee may be charged to the employee based on the activity. Employees are bound by the same rules and regulations as stated in this policy. The employee accepts liability and supervision responsibility and may be requested to show proof of appropriate staffing.

Application Procedure

1. All requests should be made in writing on the Permit for Use form and submitted to Central Office **at least two weeks prior to use, and 45 days prior to use if the request is for Sunday or holiday use.**
2. The Facilities Scheduler will determine the merits of the application and availability of the facility.
3. The application must state the specific time and the date that the building is to be opened and closed, as well as all equipment to be furnished by the school.
4. All rental and custodial fees will be invoiced and due 30 days from the invoice date. Renter agrees to be responsible for any additional custodial charges incurred or damages caused by renter's activities. The District reserves the right to turn an unpaid balance over to collections.
5. Permits granted are subject to cancellation at any time by the Board, Superintendent or his/her designee.
6. Holders of permits shall confine their use strictly to the specific area approved and will not be permitted to use any equipment or apparatus unless it is approved on the application.
7. No school building may be used without the presence of a designated school representative.
8. Use of facilities can be denied if renter is inappropriate to school personnel or representatives in any way.

Insurance and Liability

Any non-school group using a facility, must provide a certificate of insurance showing proof of liability insurance in the amount of \$2,000,000 property damage per occurrence and \$2,000,000 bodily injury per occurrence naming WWS as an additional insured.

The requesting party shall protect and hold harmless any member of the Board or any teacher or other employee of WWS or Sodexo from loss, injury, or damage to property, provided such member or employee was acting in the discharge of his/her duties.

The User(s) must take out and maintain current throughout the term of this agreement a public risk insurance policy with a reputable insurer, having an A.M Best rating of A -, VII or better, in which

1. The School is indemnified in an amount not less than \$2 million (an umbrella policy can be utilized to meet this limit) for any claims whatsoever (including injury to persons or damage to property) arising out of the use of the School premises by the User(s)
2. The School must be named as an Additional Insured under the policy
3. The policy or a certificate of insurance must be produced to the School upon application for the facilities. User(s) and the School agree that any insurance policies procured by User(s) that provide benefits or protection for the School shall be primary and non-contributory and that any policies procured by the School that might happen to provide protection or benefits to the School arising out of User(s) use of the School premises shall be excess. A Certificate of Liability must be provided.

Rules and Regulations

1. Possession and/or use of alcohol or other controlled substances is not permitted on school property. Use of tobacco is prohibited at all times in school buildings and on school grounds. Proper state licensing is required for any fund-raising involving games of chance.
2. The applicant and his/her organization shall be held strictly accountable for complying with the rules and regulations governing the use of school facilities and shall be responsible for damages, losses, or accidents, which might occur while the organization is using the school facility. If proper care is not exercised, the continued use of the facility may be denied.
3. The sponsoring organization must provide adequate supervision and must insure that parents, students, and visitors use only the areas approved for rental/use. The organization will also provide all necessary supporting personnel such as police, fire, medical personnel and parking attendants.
4. Persons and/or organizations using WWS facilities will be responsible for providing their own emergency medical supplies. WWS encourages all users of school facilities to exercise Universal Precautions and to have the necessary emergency first aid kits issued to their members.
5. A report of any personal injury must be submitted to Central Office by the person securing the permit within 24 hours after such injury.

6. Property damage must be reported immediately to the custodian on duty, and an itemized list of any property damage must be submitted to the principal by the person securing the permit with a copy to Central Office within 24 hours after any such damage.
7. No signs, displays, or materials may be attached, nailed or otherwise affixed to floors, walls, window glass, woodwork, draperies, stage curtains, grounds, drives, etc., without prior written request and permission. No open flames are to be displayed or used in the building.
8. No furniture or equipment may be moved from the building without the consent of the principal and Sodexo Support Services.
9. Equipment, musical instruments and machines may not be moved nor used unless done by authorized personnel. The use of special equipment such as kitchen equipment, public address systems, technology and auditorium equipment, etc. shall be permitted only when operated by employees or other persons authorized by the School Board or its representatives.
10. Food and/or drinks shall not be taken into the multipurpose rooms, high school auditorium, dressing rooms, or stage area.
11. Should school officials determine use of an athletic facility (i.e., football field, baseball diamond, soccer field, etc.) by an organization diminishes or compromises the condition of said facility, use by the organization will be denied, or if the use is already in progress, suspended until the facility is ready for use.
12. No group can monopolize more space and time than is needed to meet the needs of the organization.
13. Failure to comply with the rules and regulations of WWS will be sufficient reason to cancel future privileges.
14. No group may display product, signage or printed material that violates the school's corporate sponsorship agreements without permission from the Superintendent or his/her designee.

Specialized Areas

Kitchens

1. Approval of the food service director is required before these areas may be used.
2. Kitchen equipment may not be used without proper training or personnel from our Food Services Department. Scheduling of kitchen staff must be made through our Food Service Director at 867-8060.
3. All consumable supplies and materials must be provided by the sponsoring organization with the exception of soap and detergents.
4. The kitchen personnel fee is to be charged to the sponsoring organization at the rate of \$25.00/hour per employee used during the event. The District reserves the right to require Food Services personnel to be on site when a kitchen is used.

Auditorium

1. The Auditorium Manager or his/her trained designee will be responsible for assisting all groups in setting up and operating all equipment used in the auditorium.

2. The Auditorium Manager or his/her trained designee will be responsible for technical supervision of all events scheduled in the auditorium.
3. The rate charged for the Auditorium Manager will be \$45/hour. Student personnel assistants will be charged at the rate of \$15.00/hr.
4. No alterations to the orchestra pit may be done without prior written authorization by the Superintendent or his/her designee.
5. A custodian must be present for all events scheduled in the auditorium.
6. Prior to the event all groups must meet with the Auditorium Manager to go over all event details. Failure to meet with the Auditorium Manager or failure to disclose all aspects of the event could result in the event being canceled.

Multi-purpose Instructional Facility

1. Scheduling will give preference to groups using the entire facility.
2. Priority for scheduling will follow the policy as stated in the Priority For Use of Facilities and Fees.

High School/Middle School Swimming Pools

1. All groups using the pool must have the required number of approved certified lifeguards on duty. Lifeguards must possess a Water Safety Instructor (W.S.I.) certificate and have a current copy included with the facility use agreement.
2. Persons using the pool must wear proper swim attire and must abide by all pool rules and safety regulations.
3. Food and/or drinks are not permitted on the pool deck or in the pool.

SCHEDULE OF FACILITY RENTAL AND CUSTODIAL FEES

Rental Fees shall be as follows:

A.	High School Multipurpose Facility (MPIF).....	\$100.00/hr.
B.	High School Gymnasium.....	\$100.00/hr.
C.	Middle School Gymnasium.....	\$75.00/hr.
D.	Intermediate School Gymnasium.....	\$60.00/hr.
E.	Elementary Gymnasium.....	\$50.00/hr.
F.	Cafeteria (High School and Middle School)	\$100.00/hr.
G.	Cafeteria (Intermediate and Elementary Schools)	\$60.00/hr.
H.	Multi-purpose Rooms (WMS, WIS, Elementary)	\$60.00/hr.
I.	Westfield High School LGI	\$60.00/hr.
J.	Single room in any building (including use of hallways)	\$25.00/hr.
K.	Auditorium.....	\$150.00/hr.
L.	Westfield High School Pool.....	\$100.00/hr.
M.	Diving Well.....	\$50.00/hr.
N.	Synthetic Soccer Field (Groups II and III)	\$100.00/hr.
O.	Synthetic Football Field (Groups II and III).....	\$250.00/hr.
P.	Outdoor Fields	\$25.00/hr.
Q.	Varsity Baseball or Varsity Softball Field.....	\$100.00/hr.
R.	Field Lights	\$25.00/hr
S.	Locker Room	\$50.00/hr.
T.	Team Meeting Room	\$50.00/hr.
U.	Tennis Courts.....	\$10.00/hr/court
V.	Batting Cages (WHS)	\$25.00/hr.
W.	Batting Cages (WMS).....	\$10.00/hr.

Custodial Fees:

Organizations in Groups II and III that use school facilities after regular hours or on weekends and holidays, are subject to a custodial fee.

The minimum charge is two-hours. Effective July 1, 2014 \$25.00/hr.

The flat hourly custodial charge begins ½ hour prior to the requested building open time and ends one hour after the renting group departs. The extended time frame is for cleaning and set-up for the following school day (restrooms, hallways, entryways, rented room or rooms).

Multiple Custodians:

The number of custodians required will be determined at the time of rental. There shall be no exception to this unless requested at time of rental.

Deposits, Payments, and Invoicing:

All events will require up to a \$100 deposit, not to exceed twenty-five (25) percent of their total estimated rental fee, once the event has been approved in order to be added to the facility calendar. The deposit will be deducted from the final invoice.

Once an event has been approved, an estimated invoice can be prepared. A final invoice will be sent out following the event once all times and usage have been confirmed.

Payments are due within 30 days of receiving the final invoice. WWS reserves the right to turn any group over to collections for non-payment.

Cancellation Policy:

At least two weeks prior to the event – No charge, with refund of deposit

Within two weeks of the event – forfeiture of deposit

24 Hours prior to the event – 50% of the estimate invoice will be due to WWS.