

USE OF GENERAL SCHOOL FACILITIES

The Lebanon Community School Corporation recognizes that its prime responsibility is for the creation and protection of public facilities to support educational programs as well as school sponsored activities that are needed in the school process.

The Lebanon Community School Corporation believes whenever possible its buildings and grounds should be made available, for non-school use with regard to the general welfare of the residents of Center, Perry and Worth Townships along with the City of Lebanon. Use of the buildings and grounds shall be for educational, recreational, governmental, civic and cultural purposes; and must be sponsored by responsible, recognized citizen groups or organizations. User fees will be established by School Board Policy. The use of buildings on Sundays will not staff before noon and must end by 9:00 p.m. The use of the buildings Monday through Thursday must end by 10:00 p.m. and on Friday and Saturday must end by 11:00 p.m. The following policy does not apply to the H. B Wells Community Center.

Eligible Organizations

- A. Responsible, recognized, citizen groups or organizations are defined as groups having a local administrative presence with the majority of their membership living within the school district.
- B. Priority for the use of buildings and grounds shall be as follows:
 - 1. Group A School District related activities, Classes, School Sports Teams, School Sport Team Camps, L.H.S. Alumni Association, School Clubs/Organizations, Market Day, Alumni Groups, PTA, PTO, On Line Education Organizations, Parent Support Groups, Lebanon Educational Foundation, Boone County Retired Teachers, Indiana Blood Center, Military Organizations, Lebanon Police & Fire Departments, Boone County Sheriff's Department, Boys & Girls Club, Department of Public Parks, July 4th Committee, YMCA, AAU, Swim Club, Boy Scouts, Girl Scouts, 4-H, Red Cross, Little League Baseball, Little League Softball, Travel Teams, Youth Teams (under 18), Coaches Clinics, Athletic Clinics, LYSA, Wrestling Club, Special Olympics, Public/Private sponsored athletic tournaments, Individual/Team sports lessons, Post Prom, Private Fine Arts Lessons. The list is not limited to only organizations listed.

Group A will pay a Custodial Fee and/or Grounds Fee anytime a facility is used when an admission, team or individual entry fee is charged. Organizations sponsored by Lebanon Community School Corporation will be exempt from Facility and Custodial Fees. Organizations which are exempt from fees will be held responsible for leaving the facility clean and orderly for the next scheduled activity. Failure to leave the facility clean and orderly will result in organization being assessed a fee for cleaning and restoration, The fee will be based on the number of hours facility was used and those hours will be applied to the chart below. The fees are a flat rate per facility and are as follows:

1 hour	\$ 40.00 (flat rate per facility)
2-3 hours	\$ 100.00 (flat rate - per facility)
4-6 hours	\$ 200.00 (flat rate per facility)
7-9 hours	\$ 320.00 (flat rate - per facility)
10-12 hours	\$ 440.00 (flat rate - per facility)
13+ hours	\$ 520.00 (flat rate - per facility)

Total Facility Charge Not To Exceed \$1000.00 per Request

Group B Church Youth Groups, Kiwanis, Rotary, Lions Club, Zonta,
All Non-School Based Performing Arts Groups, State Government Organizations,

City Organizations, County Organizations, Residential Organizations, Lake Park High School, Drum Corp International, Adult Sports Teams (18+). This list is not limited to only organizations listed.

Group C All organizations and groups not included in Groups A & B which includes all for-profit groups. It also includes all groups having no local administrative presence or a majority of their membership is outside the geographic boundaries of Lebanon Community School Corporation

Other Groups — B.A.S.E., Ivy Tech and Department of Public Parks Aquatic Department will work under joint contracts and/or reciprocal agreements. Sports Camp fees will be determined jointly by L.H.S. and L.M.S. Athletic Departments.

All requests for gymnasium space must be arranged with the individual school administrative personnel and the individual school administrator must send the request to the corporation Facility Director for final approval.

The Superintendent or designee will develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees, which must be approved by the School Board. Such guidelines are to include but not limited to the following:

- A. Each user shall present evidence of the purchase of \$1,000,000 organizational liability insurance naming Lebanon Community School Corporation as an additional insured. In the case of Pool usage, current water safety certificates must accompany the request and a currently certified life guard must be on duty at all times during the event.
- B. Use of school equipment in conjunction with the use of Corporation facilities must be requested specifically in writing, and may be granted by the procedure by which the permission to use the facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use or possession. Where guideline so specify, no item or equipment may be used except by a qualified school employee.
- C. Users shall be liable financially for damage to the facilities.
- D. Users shall be responsible for providing their own chaperones.
- E. If groups combine for an event, the higher group rate will be charged for rental of the facility.

No liability shall attach to Lebanon Community School Corporation, any employee, officer, or member of Lebanon Community School Corporation specifically as a consequence of permitting access to these facilities.

Concerns about fees being charged to groups are to be addressed to the Administration Center administrator responsible for facility management.

Use of kitchen facilities in any L.C.S.C. building must be coordinated with the Food Service Director.

THE SCHOOL CORPORATION SHALL RESERVE THE RIGHT TO APPROVE OR REJECT ANY REQUEST FOR USE OF SCHOOL FACILITIES.

Approved: August 21, 2018

Effective: August 22, 2018