



Book	BYLAWS AND POLICIES
Section	7000 PROPERTY
Title	USE OF SCHOOL FACILITIES
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Adopted	November 17, 2020

### 1) **GENERAL POLICY STATEMENT**

- a. The Board encourages community groups to use school facilities for civic, educational, cultural, or recreational purposes; however, school or school related activities will always take preference over any other use of school facilities.
- b. Access to school facilities shall be provided regardless of race, creed, color, or national origin, in accordance with all applicable constitutional provisions, laws, and regulations, including, to the extent applicable, provisions of the Equal Access Act, 20 U.S.C. Subsections 4071-4074.
- c. The Board recognizes that individual schools have different facilities, schedules, and constraints and may have different abilities to accommodate certain types of requests for the use of school facilities. Approval of certain types of requests for use of school facilities by outside groups, therefore, understandably may vary from school to school.
- d. The application to use facilities must include a hold-harmless clause and list IPS as additional insured.



### **3) USE OF FACILITIES AT NO CHARGE**

- a. Use of school facilities at no charge will be limited to groups drawing their membership predominantly from within the School Corporation boundaries when their use is at a time that a responsible IPS employee is normally on duty. At times when an employee is not normally on duty a minimal fee to cover clean up and staff will be charged to cover the cost to the Board unless an exception is granted by the superintendent (or designee) on the basis of educational benefit to IPS students.
- b. Any group or organization recognized by or affiliated with a local school or the school system as a whole for any related school purpose, providing it meets the condition specified in section 3(a) above, may be permitted to use a facility at no charge.
- c. Organizations permitted to use school facilities at no charge include but are not limited to:
  - i. Parent-Teacher Organizations.
  - ii. Citizen Advisory Committees appointed by the Board, Superintendent, or principal.
  - iii. IPS employee organizations for non-fundraising activities or functions when there is no fee charged.
  - iv. Alumni groups meeting for purposes related to school activities or functions when there is no fee charged.
  - v. IPS student clubs or organizations.
  - vi. IPS booster clubs meeting for purposes specifically related to school activities or programs and no fee is charged.
  - vii. Boy Scout, Girl Scout, and similar-type organizations.
  - viii. Not-for-profit civic or service organizations when no admission fee is charged by the organization.
  - ix. Governmental agencies or commissions at the Federal, State, and local levels.



#### **4) USE OF FACILITIES BY POLITICAL OR COMMERCIAL GROUPS**

- a. The use of the facilities by politically partisan groups, or commercial groups to advertise or sell a product, shall not be permitted as a general rule. However, use of a facility by a politically partisan group may be permitted in an emergency situation.
- b. A commercial group may be permitted to advertise or sell a product if, in the opinion of the Superintendent or designee, it is in good taste and/or is for the benefit of the students, the school, or the school system.
- c. Any such group, politically partisan or commercial, desiring to use a facility must submit a request to the Superintendent in writing. The Superintendent or designee will consider each request on an individual basis and make a recommendation to the Board, which will approve or deny the request.

#### **5) USE OF FACILITIES FOR A RENTAL FEE**

- a. Any group or organization approved by the Superintendent or designee, except politically partisan or commercial groups which must be approved by the Board, who desires to use a facility at a time when it is not in use for school activities.
- b. Any other group or organization approved by the Superintendent or designee that charges an admission or conducts some activity to produce revenue which desires to use a facility at a time when it is not in use for school activities.
- c. School facilities may not be used for residential housing at any time.

#### **6) FEE SCHEDULE**

- a. The administration will establish a fee schedule for use of various facilities which must be reviewed annually. Recommended changes shall be presented for Board approval as needed. The fee schedule will be based on salaries paid to employees required to work overtime, utility costs, and any other additional costs that must be borne by the Board as a result of the use of the facility.



- b. Groups using the facility to produce a profit may be charged an additional amount as a fair rental fee that is commensurate with the rental fee charged for like facilities in the community.
- c. Leasing fees to other governmental agencies will be limited to cost to the Board.
- d. The Superintendent may waive or reduce the fee if an activity sponsored by a non-school connected group is specifically for the benefit of IPS students.

#### **7) GROUP RESPONSIBILITIES WHEN USING BOARD FACILITIES**

- a. User groups must provide adequate and responsible supervision of all activities in school buildings or on school grounds. User groups are expected to take reasonable care of furniture, equipment, and/or grounds.
- b. Groups must pay for any negligent or willful damage to furniture, equipment, or the general structure of the building or grounds.
- c. Tobacco shall not be used or advertised in any form, nor shall alcoholic beverages be used or advertised, on or in the above-described premises. Any applicant requesting the possession, consumption, and/or distribution of alcoholic beverages on Board property must apply to the board for a waiver of this provision.

#### **8) LEASING SCHOOL FACILITIES**

The Superintendent is authorized to enter into a lease agreement with other governmental agencies desiring to provide a service to the community in a school facility or on school grounds when not in use for school activities.

#### **9) ADMINISTRATIVE GUIDELINES**

The Superintendent of Schools shall develop administrative guidelines, including application materials and approval processes to implement this policy.