

Categories for Facility Usage

Category 1: School Affiliated Groups

School affiliated groups are defined as those activities directly related to the Corporation. Examples of Category 1 groups are: A) P.T.O. Activities, B) Activities of Extracurricular Clubs and Organizations recognized by the Master Contract, and C) Curricular activities held outside the regular school time. No usage fees will be charged for Category 1 activities. Personnel fees may apply for custodial and technical help or for costs incurred for extraordinary activities involving prolonged setup, use and cleanup, and special services (security) associated with major activities.

Category 2: School-Community Groups

School-Community groups are defined as those providing educational, recreational, and cultural activities, administered by the Board, either solely or jointly, will be granted second priority to available space and facilities. Examples of Category 2 groups are: (A) Boy Scout Troop sponsored by Western, B) Sport clinics and camps organized by employees, and C) Staff recreation programs. An athletic or cheerleader clinic where fees are paid from the participants to the school employee sponsor(s) will be a Category 2 activity. Fees for Category 2 will be the same as Category 1.

Category 3: Community Non-Profit Groups

Community nonprofit groups (not individual teams) are defined as governmental agencies, groups comprised of eighty percent (80%) or more Corporation residents providing civic, educational, or cultural activities and staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis. Examples of Category 3 activities are: A) Scout groups not sponsored by School, B) P.A.L., Y.M.C.A., Y.W.C.A. and C) Youth baseball, football, soccer and softball. *Youth baseball, football, softball and soccer will not be permitted to utilize indoor facilities with the exception of the one-day tryouts. Fees for Category 3 activities will be the same as Category 1 usage with the exception of the auditorium which will require a nominal usage fee. A certificate of liability insurance will be required for this Category for \$1,000,000 unless waived by the Superintendent or his/her designee.

Category 4: Private, Non-Profit Groups

Private, nonprofit groups (not individual teams) are defined as those with less than eighty (80%) Western residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals will be assigned fourth priority of available spaces. Extraordinary activities (those receiving prolonged set-up, use, and clean-up as well as use of special areas, such as varsity playing fields, computer and music rooms) will not be approved. Fees for Category 4 will be assessed as scheduled in this Administrative Guideline. When activities in Category 4 involve ticket sales or admission fees, an additional cost/percentage will be charged based on the relationship of the admission price to actual costs. A certificate of liability insurance will be required for this category for \$1,000,000 unless waived by the Superintendent or his/her designee.

Category 5: Commercial Users

Commercial users defined as private, for profit business, vendors, or entrepreneurs are strongly discouraged from application. When approved, level five (5) priority will be assigned. Examples of Category 5 activities are: A) Individuals or small groups desiring retail sales floor space, B) Individuals or small groups desiring use of facilities for recreational purposes by individuals or groups having no association with the school nor with any recognizable nonprofit agency. Extraordinary activities (those requiring prolonged set-up, use, and clean-up as well as use of special areas, such as varsity playing fields, computer and music rooms) will not be approved.

Fees for Category 5 will be assessed as scheduled in this Administrative Guideline. When activities in Category 5 involve ticket sales or admission fees, an additional cost/percentage will be charged based on

the relationship of the admission price to actual costs. A certificate of liability insurance will be required for this category for \$1,000,000 unless waived by the Superintendent or his/her designee. **Individual (non-Western teams) will not be allowed to host tournaments on school facilities.

RULES - We hereby agree to read and abide by these rules as stipulated by Auditorium: RULES AND REGULATIONS and other established policies, rules and regulations of the Western School Corporation. These rules include:

1. Users will assist with cleanup of any litter or mess caused by this activity.
2. No intoxicating beverage or drugs on school property.
3. No food or drinks will be allowed in the Auditorium or other areas as posted.
4. User agrees to provide adequate supervision to enforce policies regarding food/drink and other regulations.
5. Use of tobacco is prohibited on school property.
6. Entity making this request is responsible for any property damage or loss of equipment.
7. Parking regulations and traffic patterns will be obeyed at all times.
8. School employees and board members will be allowed access to the facility at all times during the scheduled event.
9. User is responsible for security and crowd control.
10. Decorations must be fireproof shall be erected and taken down in a manner not destructive to Corporation property.
11. User may be required to present evidence of appropriate liability insurance to the limit prescribed by the Board.
12. Charges that accrue from the use of the facility and personnel required must be paid within 30 days of the statement.