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OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

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USE OF SCHOOL FACILITIES

A. Procedures for Use

1. The facilities which include grounds of each school of the Corporation, as detailed on the costs schedule, will be made available to eligible user groups for temporary use.
2. The administration and control of the use of school facilities, pursuant to policy, will reside with the principal of the building.
3. Any question of interpretation of the policy will be determined by the Superintendent.
4. Use of said facilities or any part thereof would be granted only upon written application by an authorized representative of the group or organization desiring to use the facility. Forms for this purpose will be made available in the office of the building principal.
5. Request from individuals or groups for use of school facilities or services will be directed to the building principal who will evaluate them and rule upon the request. Appeals relative to this decision, if necessary, may be made to the Superintendent. In the event agreement cannot be reached at any of these levels, if the group so desires, the Superintendent will arrange for a hearing with the Board of School Trustees.

B. General Information

1. School-related groups and/or school-sponsored activities will be given preference over outside organizations in the use of school facilities.
2. All programs scheduled in the public schools will not conflict with school standards. These programs will:
 - a. Provide clean and wholesome entertainment;
 - b. Comply with all school regulations concerning the use of liquor, narcotics, tobacco, and indecent language on the school premises;
 - c. Comply with all State Fire Marshal and State Board of Health rules.
3. School facilities will not be available for prizefights.
4. Use of school facilities on Sunday will be restricted to such purposes as are appropriate to the day.

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5. In order to prevent a monopoly by certain groups and for the purpose of budgeting custodial and other school services, usage of school facilities may be limited.
6. The Board of School Trustees and/or principal reserves the right to cancel any program within a reasonable time by giving notice to the sponsor of the organization.
7. The temporary use of school facilities will be made available as soon as possible in case of an emergency resulting from disasters such as flood, fire, weather, accident, etc. Authorization for such use resides with the building principal and/or the Superintendent or designee.
8. The various groups or organizations requesting the use of school facilities which plan to charge fees to school-age children for participation in after-school activities will be eligible for consideration provided that such fees are minimal and are assessed equitably without regard to geographical residence and without regard to membership in the organization sponsoring the activity.

The requesting group or organization will actively solicit participation by children in the community without regard to ability to pay.
9. School children of indigent families who desire to participate in programs conducted in school facilities will be permitted to participate through a waiver of fees by user groups.

C. Eligible Organizations

1. Organizations seeking approval for the use of school facilities will be classified in one of the following categories:

Category 1-A - School-Related Organizations to carry out the business and activities of the organization

School-related organizations will not be assessed a **building use fee but will be assessed costs of custodial personnel, food service personnel and significant additional costs related to the use.** Examples of such organizations are listed below.

- a. School Parent Groups (such as PTO, PTA, High School Parent Group)
- b. MCCSC Employee Groups (such as AFSCME, MCEA, MCCSCAA)
- c. Education groups associated with the MCCSC professional staff (such as International Reading Association, Association for Childhood Education, MCCSC Computer Users Group, Music Educators' Representative Council)

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- d. Groups in which the MCCSC maintains a Corporation membership or other such relationship (such as Community Service Council, Bloomington Volunteer Action Center, Chamber of Commerce, United Way)

Category 1-B - Tax Supported Organizations to Conduct Their Official Business and/or Programs

Tax Supported organizations will not be assessed a building use fee but will be assessed costs of custodial personnel, food service personnel and significant additional costs related to the use.. Following examples are listed to serve as a guideline:

Parks and Recreation (P & R)*

(Programs or activities which are classified under P & R must fit the following qualifications):

Be a direct responsibility of P & R

Be directly funded by P & R

Be sponsored by and supervised by P & R

Head Start

Senior Citizens

County Election Board

***P & R - A high degree of cooperation will be extended to the activities of the Department of Parks and Recreation in an attempt to encourage the growth and development of the Community Schools concept. A collaborative annual review of the relationship will be completed in order to determine continued practices.**

University or College Use

Classes that are strategically linked to school buildings in which direct support is given by the university students to the students in that building will be classified in Category 1 B.

University or college classes that are specifically sanctioned by the MCCSC (Administrative Cohort Group) will be classified as Category 1 B.

Category 1-C - Community Groups that serve School-Age Children engaged in

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activities that are not fund raising in nature and do not serve as employment for individuals

Following examples are listed to serve as a guideline:

Boy Scouts	Bloomington Swim Club	Little League
Girl Scouts	Boys & Girls Club	Babe Ruth League
Girls, Inc.	Smithville Basketball Assoc.	4-H Clubs
YWCA/YMCA AAU (School Age)		School Sponsored Tournament Use

Repeated use of school facilities by Category 1-C Organizations shall require an annual contract developed in collaboration with the school, organization and the Business Office. The contract shall set appropriate use fees based upon actual cost incurred by the school corporation. (See Section H – Contractual Use of Facilities)

In those circumstances when any of the above organizations either pay their coaches/teachers through fees assessed to students/families or to other organizations OR operate concessions or allow the operation of concessions during the event they shall be treated as Category 2.

Category 2 - Community Service Organizations (see note below)

Organizations classified in this category will be those whose proposed activities appear to be at least one of the following:

- 1) Not self-serving (by definition, for-profit means self-serving)
- 2) Charitable in nature
- 3) Service oriented for the benefit of the community
- 4) **Category 1 B and 1C Organizations that pay individuals for supervising, organizing and/or teaching.**

Following is a sample list of such organizations:

- 1) service clubs and organizations
- 2) little theater groups
- 3) civil defense
- 4) league of women voters

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- 5) various church groups and organizations

Category 3 - Other (Determining whether organizations are in Category 3 will depend largely upon the nature of the activity as measured by the criteria listed under each category.)

Organizations classified in this category will be those which for obvious reasons do not fall in Categories One (1) or Two (2) above. The activities for which use of facilities is requested would appear to be at least one (1) of the following:

- 1) self-serving
- 2) profitable only to and for said organization
- 3) non-charitable or service motivated
- 4) admission is charged
- 5) concessions are operated by the organization or for profit companies

Following is a sample list of such organizations:

- 1) unions
- 2) political organizations
- 3) private groups and organizations
- 4) AAU (adult use)
- 5) **Non School Sponsored Tournament Use**
- 6) **Non school sponsored Athletic Organizations that are neither Category 1 or 2.**
- 7) **Continuing Studies, graduate or undergraduate university or college classes that are not directly sanctioned by the MCCSC administration. For example: Classes that could, without negative impact to the curriculum, be held at the university or college.**

~~NOTE: Determining whether or not organizations are in Category 3 will depend largely upon the nature of the activity as measured by the criteria listed under each category.~~

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Possible questions which would differentiate between Category 2 or Category 3 status:

- 1) Who is paying rent?
- 2) Purpose of meeting/event?
- 3) Is admission going to be charged?
- 4) What portion of profit is going to community group, how much going to fund-raising group (i.e., band or antique dealer)?
- 5) What age people will be involved (children, adults)?

D. Private Profit or Personal Gain

The use of school facilities for private profit or personal gain is discouraged but may be permitted under the following circumstances.

The purchase of jewelry, awards, class pictures, or other items for use by school-sponsored clubs and organizations in carrying out the approved activities of the clubs and organizations.

E. Partisan/Nonpartisan Political Organizations

1. The use of school facilities for partisan or nonpartisan political activities is discouraged but may be permitted under the following circumstances:
 - a. Partisan or nonpartisan political groups or individuals may be granted use of facilities for the purpose of carrying on their respective activities contingent upon compliance with all regulations including the following:
 - 1) The school and the School Corporation will remain impartial.
 - 2) The school will provide equal opportunity for use of facilities to all political parties, provided said party polled ten percent (10%) or more of the total vote cast in the School Corporation in the last general election.
2. School facilities (excluding staff bulletin boards in staff lounges and individual teachers' mail boxes) will not be used for the distribution of promotional literature on individual candidates or groups of candidates, except that School Board candidate campaign literature may be distributed to adults outside of the building on school grounds during school sponsored, open

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house, and Parent-Teacher Organization meetings when school is not in session.

3. Nothing in this regulation will be interpreted to restrict the use of political literature for instructional purposes by the classroom teacher when said literature is appropriate to the unit(s) of instruction.
4. Fee waiver will not be granted for the use of school facilities for partisan/nonpartisan political organizations.

F. Responsibilities

1. A building custodian or school staff member approved by the building principal must be on duty at all times during the use of school facilities.
2. Any group or organization granted the use of facilities under this policy will be liable for and will pay any damages resulting from said use, as determined by the school principal and approved by the Superintendent of Schools and the Board of School Trustees.
3. Any organization using school facilities will secure the names of any witnesses to any accident that may occur during said use and will furnish the school principal with a full written report of such accident assuming all liability and damage which may arise because of said accident.
4. Groups using these facilities will be responsible for leaving all rooms and equipment in condition suitable for regular schoolwork.
5. The use of school equipment (sound systems, motion picture projectors, stage lighting other than white overhead strip lights) is permitted only through special request and approval. **The use of specialized equipment will require additional fees utilized to pay approved school staff to supervise the use of the equipment.**
6. No school property of any kind or description will be removed from the school building at any time by any person, including school personnel.
7. Charges will be made to cover the cost of operation scheduled as set forth in the fee schedule.
8. The right of all concessions and sales of refreshments remain with the schools, and the control rests with the principal of the building.
9. Any organization or group seeking to use school facilities may be required to show evidence of liability insurance depending upon the nature of the activity and the particular facility to be used.

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10. Building principals will compile a monthly summary of the use of school facilities by non-school-related groups and file such summary with the Business Office. (Form ADM/BA-86)

G. Costs

1. All monies related to use of school facilities will be channeled through the MCCSC ~~Business Affairs~~ Comptroller's Office and will be payable in advance. **For the rental of all facilities with the exception of classrooms, cafeterias, kitchens, and meeting rooms, centralized accounts shall be set-up so that the school controls 50% of the net revenues and the Corporation controls 50% of the net revenue. Net revenues shall be determined by the Comptroller. For classrooms, cafeterias, kitchens, and meeting rooms, all revenue shall be retained by the Corporation**
2. When any organization ordinarily classified in Category 2 carries on an activity which is strictly self-serving, it will be treated as a Category 3 Organization.
3. Only the Board of School Trustees will have the authority to grant a waiver of fees. In considering fee waivers, the Board of School Trustees will not consider the following with respect to the requesting party:
 - a. race
 - b. **color**
 - c. religious affiliation
 - d. **national origin**
 - e. creed **or ancestry**
 - f. **age**
 - g. **gender**
 - h. political affiliation
 - i. **sexual orientation**
 - j. **marital status**
 - k. **disability**
 - l. factors that unreasonably distinguish the requesting party from other users of school facilities.

H. Contractual Use of Facilities

- 1) **Organizations that hold regional tournaments, meets, or events must complete a contract with the MCCSC. Such contract shall be recommended to the Board of School Commissioners by the Comptroller after discussions with the organization.**

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- 2) **Organizations that wish to have long term access to MCCSC facilities such as the Bloomington Swim Club must complete an annual contract with the MCCSC. Such contract shall be recommended to the Board of School Commissioners by the Comptroller after discussions with the organization.**

- I. **School district employees operating camps/clubs/other extracurricular activities where fees are charged will follow the procedures below.**

Receipts and Expenditures

All normal cash handling procedures of the MCCSC Business Office will be followed by the schools operating camps/clubs/other extra-curricular activities where fees are charged. If items are purchased personally, we cannot reimburse for the sales tax. Only camps/clubs/extracurricular activities running money through the building treasurer's books will be considered school sponsored. All others will be classified as a Category 3 and will be responsible for all fees as appropriate.

Personal Compensation - Non-Athletic Camps

Prior to the camp being advertised, the camp director (Monroe County Community School Corporation employee) must submit a camp budget to the building principal with a copy to the Business Office including income, expenses and anticipated profit. After the camp has ended and all receipts and expenditures have been accounted for, a pink payroll claim will need to be completed and a payroll check will be issued. Monroe County Community School Corporation employees cannot be paid more than their hourly rate, and not to exceed \$60/hour. Payment for preparation time will not exceed the number of camp hours. If the same camp is offered multiple times, preparation time will be granted for only the first camp. Any excess funds shall be retained equally by the school building and the Corporation. Questions should be directed to the Superintendent/designee.

Approved 7/15/91
Revised 8/9/93; 9/12/94

Personal Compensation - Athletic Camps

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Prior to the camp being advertised, the Monroe County Community School Corporation coach must meet with the AD to establish a camp budget including income, expenses and anticipated profit. Considerations in establishing a budget are:

- **Camp participant composition must be estimated to be 2/3 MCCSC students**
- **Camp fee must be set at a reasonable amount similar to prior years**
- **Team sport funds and fundraising needs must be estimated**
- **Personal compensation for assistant directors shall be paid at their hourly rate not to exceed \$34/hour**
- **Personal compensation for camp director shall be paid at their hourly rate not to exceed \$50/hour**
- **Consideration shall be given to MCCSC students with financial needs**

Payment for preparation time will not exceed the number of camp hours. If the same camp is offered multiple times, preparation time will be granted for only the first camp. A copy of the camp budget must be submitted to the Athletic Director and the Business Office. After the camp has ended and all receipts and expenditures have been accounted for, a pink payroll claim will need to be completed and a payroll check will be issued. Any remaining proceeds after camp expenses have been paid and fundraising needs have been met shall be retained equally between the school and the Corporation. Questions should be directed to the Superintendent/designee.