

NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

Administrative Guidelines and Procedures For the Use of NPCSC Facilities

Effective April 1, 2010

The facilities of the North Putnam Community School Corporation are designed and equipped primarily as education facilities. The Board of School Trustees, however, recognizes that many community groups within the School Corporation limits may wish to use the facilities as a meeting place for other activities that support the community. NPCSC always encourages and supports the use of facilities by the residents of Franklin, Clinton, Floyd, Monroe, Jackson, and Russell Townships when they can be made available for the continued growth and education of the community.

If a School District facility is used by a not-for-profit entity, the Board will charge a fee that is calculated to recover the added costs resulting from the use of the facility. Commercial or profit-making organizations will not be allowed to use the facilities unless the commercial or profit-making organizations requesting the use of facilities are conducting a not-for-profit activity. All arrangements for the use of school facilities are to be made through the building principal (or his/her designee) of the building that is being requested for use.

The intention of this policy is to assure that the use of facilities is consistent with the purpose of North Putnam Community School Corporation's educational programs, to insure that the School Corporation is reimbursed for the financial obligations incurred as a result of facility usage, and to protect the School Corporation from damage, or misuse of facilities. The following regulations must be observed regarding facility use or future use may be denied.

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I. APPLICATION & APPROVAL PROCESS

A. PROCUREMENT OF PERMIT

1. The use of all school facilities for any purpose shall be initiated by a responsible member of the organization requesting the Permit through the building principal or designee. School facilities shall not be used indiscriminately by individuals or small segments of the population. Generally, the use of facilities shall be granted to organizations rather than to individuals. For the purpose of calculating fees, all permits require a two hour minimum.
2. At the time of application, organizations must provide a Certificate of Insurance with a minimum coverage, as established by the Board of School Trustees, for property loss and liability, naming North Putnam Community School Corporation as an Additional Insured on the policy in the special provisions/endorsements section prior to approval. Minimum coverage amounts are listed on sample certificate on page 16 (NPCSC listed as certificate holder is not sufficient).
3. All requests should be made on the approved Permit application to the Building Principal or designee of the building being requested for use not less than thirty (30) days prior to the requested date of use.
4. The building principal or designee reviews the application, approves or denies the application, and forwards to all staff members required to facilitate the request.
 - (a.) To use athletic space, inside or outside, requires the approval of the NPCSC Athletic Director.
 - (b.) To use the pool requires the approval of the NPCSC Athletic Director.
 - (c.) To use kitchen space requires the approval of the Food Service Director.
 - (d.) To use the auditorium/theater requires the approval of the Building Principal.
5. Upon approval of all relevant administrators, the Administrative Assistant to the Superintendent shall then notify the applicant of the denial or acceptance and provide a written estimate of fees involved within ten (10) business days.
6. Organizations that fail to cancel a facility use request within twenty-four (24) hours of a scheduled event will be charged a minimum of one hour custodial fee plus any additional labor charges which may be incurred for set-up and/or breakdown of the facility. The only exception to this cancellation policy is in the event of a school cancellation or delay.
7. Permit applications will be denied or canceled if requested usage is determined by the Superintendent to not be in the best interest of the School Corporation or community.
8. Billing for the use of facilities will be generated on the first of the month following the use with charges due upon receipt. Checks should be made payable to the North Putnam Community School Corporation. Invoices not paid within 30 days will be grounds to terminate any existing permit and may result in the denial of future usage. In the event suit for collection of amounts due becomes necessary, North Putnam Community School Corporation shall have the right to collect, in addition to amounts owed, reasonable costs and attorney fees.

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II. REGULATIONS

A. GENERAL CONDITIONS

1. Use of facilities will be permitted for use when the appropriate "Permit" is secured by the requesting organization and the request is between the hours of 3:30 p.m. – 9:00 p.m., Monday through Friday, and 6:00 a.m. - 10:00 p.m. on Saturday. Use during any other time is normally prohibited and special permission must be granted for use outside of normally scheduled hours (e.g. blood drive, polling location). Use is approved on the basis of a two (2) hour minimum charge for all necessary fees, and accrued hourly beyond that point.
 - a.) Applications for facility use during the months of September through May will only be accepted after August 15.
 - b.) Applications for facility use during the months of June through September will only be accepted after March 15.
 - c.) Since staff may not be present in the buildings during the months of June and July, applications for facility use during the months of July and August must be submitted prior to June 1.
2. Use of facilities by community groups must not interfere with school functions/activities. All school functions will take precedence over non-school related facility use, even after final approval is granted. In the event of inclement weather, facility usage will follow the same schedule as all other NPCSC activities (i.e. if school is canceled, the use of facilities must be canceled). Should the requesting organization's use of facilities occur outside of normal school operations, the requesting organization is responsible for the safety and welfare of its participants (i.e. snow or ice removal). The requesting organization is responsible for any injury incurred during the rental time period.
3. Any damage, theft, loss of supplies and/or equipment or misuse of School Corporation property shall be paid in full by the sponsoring organization. The appraisal of the Superintendent of Schools or his/her agent shall be the final determinate in all cases of damage or misuse. No furniture or equipment (including pianos, stage equipment, audiovisual equipment), shall be used or moved unless specifically requested on the Permit. The use of special equipment shall be permitted only when operated by school employees or other persons authorized by the school or its representatives. The facilities and equipment used by the applicant will be carefully examined after use, and the applicant agrees by virtue of the Facility Use Permit to promptly reimburse any claim for loss or damage occurring during the applicant's use of school property.
4. A custodian or other approved school employee must be in the building when any part of it is being used by any group to assure that the facilities and equipment are properly maintained and utilized. Appropriate personnel shall be procured and paid by the School Corporation and charged to the applicant. Staff hours will be charged at the staff rate delineated in the Schedule of Fees and NPCSC staff shall not be paid directly by the requesting organization.

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- a.) Each organization shall appoint one representative who will contact the custodian upon arrival and show an approved and signed Permit for the intended use of the building. After showing the approved Permit, the sponsoring organization will be admitted. A Permit is restricted to the dates and time indicated on the Permit. Entrance to the facilities will not be granted outside the scope of the approved Permit.
 - b.) It is the general procedure of NPCSC not to provide keys for the use of facilities. All access to facilities will be coordinated by a custodian or other approved school employee.
 - c.) Additional Catering/Kitchen, Athletic, and Pool Facility Use Policies apply to the use of those facilities and must be submitted and signed by requesting organization at the time of application for facility use.
5. The organization and all of its participants will release and hold harmless NPCSC of and from any injury to person or property loss that may occur during the use of facilities and equipment, including injury suffered as a result of NPCSC's own negligence. Within 24 hours of an accident, the organization's representative must give written notice to the building principal of any accident resulting in bodily injury or damage to property of the facility or others occurring on school premises or in any way connected with the use of facilities. The notice must include details of the time, place, and circumstances of the incident as well as the names and contact information of any person(s) witnessing the accident.
 6. Fire, Health, and Safety regulations and codes of the State Fire Marshall, Department of Health, local agencies, and the State of Indiana must be followed at all times. In the event of a fire alarm, regardless of whether the alarm is a known false alarm or not, the building is to be evacuated of all occupants and to remain evacuated until the Fire Department advises it is safe to re-enter the building. NPCSC Maintenance staff is automatically notified of fire alarms and will respond to all fire alarms within 15 minutes. Any permits required of any agency shall be the responsibility of the applicant. All material used for decorative purposes must be approved in advance by the building principal.
 7. Gambling, use or possession of intoxicant drugs, use of tobacco in any form, use of alcohol, possession of firearms, flammables, and use of obscene or profane language are strictly prohibited anywhere on School Corporation property.
 8. Amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air-supported structures of any type, climbing walls or ropes, firearms, or bow and arrow activity or equipment devices related thereto are prohibited on School Corporation property at any time unless specific insurance has been issued and the policy limitations and form have been approved by the Superintendent.
 9. Hazardous material, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or animals are prohibited on School Corporation property at any time. (Animals related to curriculum learning and service animals are permitted.)

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10. Established parking areas shall be used by all vehicles. At no time shall grassy areas, or mulched areas, etc. be used for parking.
11. The North Putnam Community School Corporation has an exclusive contract with Coca-Cola and as a result all organizations using the NPCSC facilities must abide by the exclusivity clause within that contract and use only those products. A complete list of Coke products is available upon request. These products must be purchased from NPCSC's vendor only. Coke products purchased from other sources are not permitted to be sold on NPCSC property.
12. Applicants are only permitted to use facilities during the time frame designated on the approved application. NPCSC custodial, life guard or other staff members are under no obligation to extend the time listed on the approved application. Should an applicant desire to use the facility beyond the approved time frame (i.e. start earlier, end later), and the NPCSC site staff are able to accommodate the request; the applicant will be charged for the actual time used.

B. CATERING/KITCHEN

1. Kitchens and their related equipment will not be available for use without the approval of the North Putnam Community School Corporation Food Service Director. If approval is granted, the appropriate NPCSC staff shall be procured and paid by the school district and charged to the applicant. Staff hours will be charged at the staff rate delineated in the Schedule of Fees and NPCSC staff shall not be paid directly by the requesting organization. The number of food services employees required for a particular event is to be determined at the sole discretion of the NPCSC Food Service Director.

C. ATHLETICS

1. General Conditions
 - a.) The NPCSC Athletic Director must schedule and approve the use of athletic facilities. (Gymnasiums, Pool, exterior fields, etc.)
 - b.) A group or organization shall appoint a dependable representative to be responsible for the supervision, operation, and security of NPCSC facilities during league sanctioned practices, games, and other events including locking down the facility after use.
 - c.) While the district requires NPCSC staff supervision and oversight of non-NPCSC use of facilities, NPCSC will waive the requirement of staffing for organizations with Board approved League Status.
 - d.) No materials (i.e. tape, glue, chemicals) are to be used on the gymnasium floors. Food and beverages should only be consumed in the spectator areas of the gymnasium and all trash removal and cleanliness is the responsibility of the organization requesting the use of facilities. Proper rubber soled gym shoes must be used for games or athletic contests on gym floors. A tarp covering may be required at an additional fee.
 - e.) All equipment must be properly put away and/or secured and ready for its primary mission of educating pupils each and every day school is open.

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- (1.) If NPCSC determines that the district's facilities are not being properly secured or maintained by the appointed representative, NPCSC reserves the right to require NPCSC staff to be present at the sole expense of the organization.

2. League Status

- a.) The administration of the North Putnam Community School Corporation supports local youth organizations and programs that encourage the development of young athletes within Franklin, Clinton, Floyd, Monroe, Jackson, and Russell Townships. Therefore, the North Putnam Community School Corporation has determined the following guidelines for League Status:
 - (1.) League Status is approved only by the Superintendent of Schools upon the recommendation of the NPCSC Athletic Director, and is granted for a period of not more than one year. Each additional year will require an application for renewal.
 - (2.) Any organization or program requesting the use of NPCSC facilities with the desire to be awarded "special exception" in regard to facility use fees, must comply with the following points:
 - (a.) Maintains 100% of the organization's or program's participation from children living in Franklin, Clinton, Floyd, Monroe, Jackson, and Russell Townships.
 - (i.) Completes a certificate of compliance that states all participants live within Franklin, Clinton, Floyd, Monroe, Jackson, and Russell Township.
 - (b.) Must have a minimum of 20 youth participants (not including administrative staff or coaches).
 - (c.) Supports the philosophies and principles of NPCSC and/or its Athletic Department mission.
 - (3.) All organizations with League Status will be required to pay actual utility costs. This will be billed at the beginning of each month following use. Should an organization use NPCSC facilities outside of normal custodial working hours, the organization will be required to pay the custodial overtime rate.
- b.) Leagues will be required to provide the name of the Head Coach who will need an access key. The Head Coach's name must be provided before the key will be activated or handed out. NPCSC will establish the parameters or limitations of the access granted to any individual with key access to the building.
- c.) A Certificate of Insurance providing proof of valid Liability insurance with minimum coverage as established by the Board of School Trustees, and including NPCSC as an "Additional Insured" on the Policy. The name of the policy holder must either be the same as the organization or program requesting "League Status" or the policy holder must give expressed consent to assume liability for the organization or program requesting "League Status."

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- (1.) Facilities requested must coincide with the nature of the sport and the age group of the participants of the organization or program.
 - (a.) Inside sports may request the appropriate inside facilities (i.e. basketball leagues will not be permitted to use the weight room or pool area without specific and separate approval).
 - (b.) Outside sports may request the appropriate outside facilities (i.e. soccer or baseball leagues will not be permitted to use indoor spaces).
 - (c.) Facilities requested in the “off” season to be used for “conditioning” will not be permitted.
- (2.) After each activity, the leagues are expected to police the grounds for debris generated by the participants or spectators, as well as keep all vehicular traffic off the grounds. Should the grounds not be left in acceptable condition, the league will be charged for the amount of time it takes the NPCSC staff to clean the grounds.
- (3.) League Status is a privilege and may be revoked at any time with written notice to the organization or program director.
- (4.) League status is conveyed to those groups providing a significant contribution to the welfare and development of the children of Franklin, Clinton, Floyd, Monroe, Jackson, and Russell Townships. The School Corporation and its taxpayers have made a significant investment in the development and operation of facilities to support NPCSC curricular and extracurricular programs and the activities of community organizations. In return for providing “League Status”, it is expected that Leagues will contribute monetarily to the upkeep, maintenance, and improvement of NPCSC facilities to address the needs that the Corporation is not otherwise able to fund. The exact nature of these contributions shall be coordinated with the NPCSC Athletic Director and/or the Superintendent and shall annually be sent to the Board of School Trustees for approval as a donation to the school district.
- (5.) Each League shall have one authorized representative to discuss questions, concerns and/or scheduling with NPCSC. NPCSC will not discuss any details with facility use with anyone other than the authorized representative.

3. Camps/Clinics

- a.) The administration of the North Putnam Community School Corporation supports and encourages the head coaches of NPHS to pursue excellence. As part of the overall responsibility of the head coach, “building the program” may require a coach to develop enthusiasm and knowledge of their program sport within the community and to work with athletes in out-of-season conditioning and training. A Varsity Coach may host non-school athletic events on school property to raise money to promote his/her program provided the following requirements are met:

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- (1.) All revenue from this type of venue must be directly deposited into the sports account within the NPCSC Athletic Department fund.
 - (2.) Submit a Permit Application for approval by the building principal or designee prior to use.
 - (3.) Request for use during a time not within the regular operation of custodial staff (i.e. Saturday, Sunday, or holidays) event revenue will reimburse NPCSC for the expenses of the custodial staff.
 - (4.) Coordinate with the NPCSC Athletic Director to distribute approved promotional materials.
- b.) Varsity Coach can operate a camp or clinic as a separate entity and would therefore need to meet the following requirements:
- (1.) Complete a Permit Application and meet all requirements for approval, including:
 - i. Be in a current employment status as a NPCSC Varsity Coach;
 - ii. Provide Liability Insurance as established by the Board of School Trustees;
 - iii. Submit forms for use of the facility, declare camp or clinic format, provide a schedule and estimated budget including all revenue sources and fees for operation (Head Coach wages, staff wages, supplies) to the Athletic Director for approval prior to the request;
 - iv. Hold responsibility for the collection of tuition fees, ordering of supplies, and retaining appropriate staff to operate the camp or clinic.
 - v. Maintain compliance with all corporation Athletic Department and IHSAA Policies;
 - vi. Meet any other requirements necessary by the NPCSC Athletic Department or IHSAA.
 - (2.) After each activity, the camp or clinic staff is expected to police the grounds for debris generated by the participants or spectators, as well as keep all vehicular traffic off the grounds.
 - (3.) NPCSC reserves the right to require NPCSC staff to be present at the sole expense of the camp or clinic.
 - (4.) Coordinate with the NPCSC Athletic Director to distribute approved promotional materials.

D. AUDITORIUM/THEATER

1. The North Putnam High School Principal must schedule and approve the use of the Auditorium/Theatre facilities.

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2. User shall leave all areas of facility in the same condition as they were found. This includes the curtains, scenery, chairs, and tables, etc.
3. House equipment (lights/sound) is to be operated only by qualified and approved members of NPCSC staff and is at the sole expense of the user and in accordance to the established regulations regarding staffing fees.
 - (a.) Additional fees apply for the use of the piano and it may only be used by a responsible adult for the performance or practice. The piano shall not be moved by the user.
4. All production supplies or equipment used by user must be approved prior to use by the NPCSC High School Principal. The use of open flames is strictly prohibited unless written permission is granted prior to event.
5. Absolutely no food or beverage is permitted on stage or in the auditorium at anytime.

III. LIMITATIONS

- A. The use of facilities shall be strictly confined to the area designated or included on the Permit and the applicant/organization must supervise all areas being utilized by the group. Applicant and his or her organization will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. This includes corridors, vestibules, lobbies, and restrooms. Unsupervised children will not be tolerated, and may result in the denial of future use of facilities applications. The school representative reserves the right to judge the adequacy of such supervision and immediately cancel any function judged not to be adequately supervised.
- B. Private parties by individuals, including employees, will not be permitted. This includes, but is not limited to the following: weddings, wedding receptions, graduation parties, birthday parties, etc.
- C. Specific approval from the Board of School Trustees must be secured for use of facilities by organizations with headquarters and/or membership outside of the geographic limits of the North Putnam Community School Corporation.
- D. No signs, displays, or materials may be attached to or nailed against the walls, window glass, wood work, draperies, blinds, stage curtains, grounds, drives, etc., without express approval on the Permit. No stakes or poles may be driven into the ground on school property without written permission from the North Putnam Community School Corporation. This applies to all surfaces, including pavement.
- E. The use of Heely's, skateboards, rollerblades, roller skates as well as any other wheeled personal items are prohibited in school buildings; specifically in and around gymnasiums. Any damage resulting from the use of these stated items either to equipment or individuals is strictly the responsibility of the requesting organization.
- F. Equipment is for use only within the buildings of North Putnam Community School and is not available for rent outside of the buildings.
- G. Non-school organizations are not permitted to sell tickets, register participants, or to sell merchandise to students during the school day. Promotional materials that support the organization requesting the use of facilities shall only be distributed by and with the direction and consent of the building principal.

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- H. Regular rental of school buildings or facilities does not imply the provision of storage facilities for supplies or equipment.
- I. Facilities requested by the user shall be used for the purpose and design (i.e. gymnasium for games played in gyms, auditoriums and theaters for theatrical/program presentation activities, classrooms for instruction, etc). If the request for usage deviates from the design purpose, the building principal or designee shall determine whether the usage is appropriate and allowable.
- J. Vendors or solicitors are not permitted to use the premises. Organizations desiring to have concessions during the requested use of facilities should coordinate and receive approval from the building principal.
- K. Permit applications will not be granted for period of more than six (6) months at one time.

IV. SCHOOL AFFILIATED GROUP USE

- A. The facilities of NPCSC shall be available without charge for activities of students which are Principal or Corporation approved. A NPCSC staff member shall be in charge of the group using the facilities.
- B. A custodian shall be present and responsible for the operation and security of the facility. The custodial staff on duty shall be responsible for his/her usual duties and for the services required by the school affiliated group. Extracurricular activities connected with the school program such as plays, ball games, etc., are considered a part of the custodian's duties if events occur as part of the regularly scheduled work hours of the custodian. School affiliated usage during a time not within the regular operation of custodian staff (i.e. Saturday, Sunday or holidays) the club or organization is expected to pay for custodial staff when the following apply:
 - 1.) Activity is not related to curriculum.
 - 2.) Activity involves students primarily outside of North Putnam School District.
 - 3.) Activity generates revenue for the event.
- C. A Permit Application must be submitted and approved by the building principal or designee prior to use.

V. NPCSC STAFF

- A. NPCSC staff members will be permitted to use the facilities for the purposes of promoting staff comradery, unity and team building, or staff sponsored events including those organizations that provide the professional development of the NPCSC staff members (i.e. educational organizations, NPCTA meetings, etc.). For this type of use, there will not be a utility or facility use charge. Private parties hosted by NPCSC staff members are not permitted.

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- B. NPCSC staff members may use the athletic facilities for the purposes of promoting good health and fitness. Teams or groups of individuals must be comprised of a majority of participants employed by NPCSC. For this type of use, there will not be a utility or facility use charge. In the event a non-staff member is participating in an event held by NPCSC staff members, a Liability Waiver must be signed by the non-staff member. It will be the responsibility of the staff member organizing the use of facilities to ensure the Liability Waiver is signed prior to allowing the non-staff member on the premises.
- C. Using NPCSC facilities is a privilege afforded to NPCSC staff members. Failure to comply with any of the conditions set forth for staff use of facilities will result in future use of facilities being denied.
- D. A Permit Application must be submitted and approved by the building principal or designee prior to use.

VI. NON-SCHOOL AFFILIATED P-16 ORGANIZATIONS

- A. Non-school affiliated organizations are defined as 501(c) organizations, with P-16 related activities, directly supporting programs and activities related to curricula and extracurricular programs, and serve Franklin, Clinton, Floyd, Monroe, Jackson, and Russell Township students. (i.e. Colleges, Universities, Professional Development Groups, Girl Scouts, Cub Scouts, 4-H, etc.)
- B. The facilities of NPCSC shall be available to these organizations provided the facility requested is not needed for NPCSC educational or school-affiliated organizations.
- C. A Permit Application must be submitted and approved by the building principal or designee prior to use.
- D. Utility fees are required for non-school affiliated usage as delineated in the fee schedule and additional custodial fees are applicable during a time not within the regular operation of custodial staff (i.e. Saturday, Sunday or holidays).

VII. COMMUNITY & CIVIC ORGANIZATIONS AND ACTIVITIES

- A. Activities must provide an educational, civic, or other function that contributes to the general welfare of the residents of Franklin, Clinton, Floyd, Monroe, Jackson, and Russell Townships.
- B. The organization is a community formed group with officers and bylaws.
- C. The facilities of NPCSC shall be available to these organizations provided the facility requested is not needed for educational, school affiliated organizations, or non-school affiliated organizations.
- D. A Permit Application must be submitted and approved by the building principal or designee prior to use.
- E. Facility use and utility fees are required for community and civic organizations usage as delineated in the fee schedule and additional custodial fees are applicable during a time not within the regular operation of custodial staff, i.e. Saturday, Sunday or holidays.

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VIII. LOCAL, STATE, OR FEDERAL GOVERNMENTS

- A. Fees will be charged as permitted by law.

IX. PROFIT EARNING ORGANIZATIONS OR BUSINESSES

- A. For-Profit organizations are generally prohibited except when participating in a not-for-profit event.
- B. The facilities of NPCSC shall be available to these organizations provided the facility requested is not needed for educational purposes, school affiliated organizations, or non-school affiliated organizations, or local, state, or federal governments.
- C. A Permit Application must be submitted and approved by the building principal or designee prior to use.
- D. Facility use and utility fees are required for community and civic organizations usage as delineated in the fee schedule and additional custodial fees are applicable during a time not within the regular operation of custodial staff (i.e. Saturday, Sunday or holidays).

X. CHARGES FOR USE OF SCHOOL CORPORATION FACILITIES

A. RATES

1. Utility charges for facility use allow for electricity, gas consumption, restrooms, and disposal of bagged trash. It is the responsibility of the requesting organization to make sure that trash has been placed in an appropriate receptacle, and that the facility is in complete daily readiness for its designated function of educating pupils. This includes putting tables back to their original places and pushing chairs in. In the event that the facility is not maintained according to the above statement, and additional custodial time incurred by North Putnam Community School Corporation staff resulting from the organization's use of facilities beyond the normal responsibilities of cleaning, removing trash, restocking of supplies, etc., additional fees will be billed to the requesting organization and may result in the denial of future use.
2. Facility use charges allow for the costs associated with maintaining the appearance of the interior and exterior of the facility, general use items (i.e. cleaning supplies, light bulbs, trash bags, etc.), and the repairs to the building and equipment resulting from general wear and tear.

B. SAMPLE CERTIFICATE OF INSURANCE

C. LEAGUE STATUS CERTIFICATE OF COMPLIANCE

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FEE SCHEDULE			
** 2 HOUR MINIMUM CHARGE **			
FACILITY	UTILITY & ADMINISTRATIVE FEES <small>(Non-school P-16 Affiliated)</small>	FACILITY, UTILITY & ADMINISTRATIVE FEES <small>(Civic & Community Organizations)</small>	Local, State, Federal Government
BAINBRIDGE & ROACHDALE ELEMENTARY			
Gymnasium	\$20.00 per hour	\$50.00 per hour	As Applicable by Law or as stated by the Board of School Trustees through the Superintendent.
Cafeteria	\$20.00 per hour	\$50.00 per hour	
Ancillary Classroom	\$10.00 per hour	\$20.00 per hour	
Media Center	\$20.00 per hour	\$50.00 per hour	
MIDDLE SCHOOL			
Gymnasium	\$20.00 per hour	\$50.00 per hour	As Applicable by Law or as stated by the Board of School Trustees through the Superintendent.
Cafeteria	\$20.00 per hour	\$40.00 per hour	
Ancillary Classroom	\$10.00 per hour	\$20.00 per hour	
Media Center	\$20.00 per hour	\$55.00 per hour	
HIGH SCHOOL			
Gymnasium	\$30.00 per hour	\$60.00 per hour	As Applicable by Law or as stated by the Board of School Trustees through the Superintendent.
Auditorium	\$20.00 per hour	\$50.00 per hour	
Cafeteria	\$20.00 per hour	\$50.00 per hour	
Ancillary Classroom(s)	\$10.00 per hour	\$20.00 per hour	
Media Center	\$20.00 per hour	\$50.00 per hour	

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FACILITY	UTILITY & ADMINISTRATIVE FEES <small>(Non-school P-16 Affiliated)</small>	FACILITY USE & UTILITY USE FEE <small>(Civic & Community Organizations)</small>	Local, State, Federal Government
Concession Area	\$10.00 per hour	\$20.00 per hour	As Applicable by Law or as stated by the Board of School Trustees through the Superintendent.
Corridor	\$10.00 per hour	\$20.00 per hour	
Track/Football Stadium	\$15.00 per event	\$35.00 per event	
Track/Football Stadium w/Lights in addition to event cost	\$10.00 per hour	\$10.00 per hour	
Swimming Pool per area (includes chemical use)	\$20.00 per hour	\$20.00 per hour	
MISC. ATHLETIC AREAS			
Baseball Field	\$15.00 per event	\$35.00 per event	As Applicable by Law or as stated by the Board of School Trustees through the Superintendent.
Baseball Field w/Lights in addition to event cost	\$10.00 per hour	\$10.00 per hour	
Softball Field	\$15.00 per event	\$35.00 per event	
* EQUIPMENT *Equipment is for use in NPCSC only. Per Event			
Choir Risers		\$75.00 per section of three	
Portable Stage		\$75.00 per section of four	
Gymnasium Bleachers		\$50.00	
Lights/Sound Board		\$50.00	
STAFFING			
Custodial		\$32.00 per hour/per person	
Food Service		\$30.00 per hour/per person	
Auditorium		\$25.00 per hour/per person	
Head Lifeguard		\$15.00 per hour/per person	

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2010 Use of Facilities Administrative Guidelines

ACORD CERTIFICATE OF LIABILITY INSURANCE		OP ID 5M	DATE (MM/DD/YYYY)
PRODUCER Insurance Company 1234 Any Street Anytown, IN 12345	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED Your Company Name 1234 Any Street Anytown, IN 12345	INSURERS AFFORDING COVERAGE INSURER A: INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E:	NAIC # _____ _____ _____ _____ _____	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADOL	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		01/01/09	01/01/10	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADWIJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	SAMPLE	01/01/09	01/01/10	COMB'D SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ GARAGE LIABILITY <input type="checkbox"/> ANY AUTO AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		<input checked="" type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		01/01/09	01/01/10	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER		01/01/09	01/01/10	<input type="checkbox"/> WC STATE/TORRY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500000 E.L. DISEASE - EA EMPLOYEE \$ 500000 E.L. DISEASE - POLICY LIMIT \$ 500000

North Putnam Community School Corp is listed as additional insured.

CERTIFICATE HOLDER North Putnam Comm. School Corp. 300 North Washington Street, P.O. Box 169 Bainbridge, IN 46105	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>15</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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**NORTH PUTNAM COMMUNITY SCHOOL CORPORATION
2010 Use of Facilities Administrative Guidelines**

**League Status
Certificate of Compliance**

I, _____ of
Applicant's Name Title
_____,
Organization Requesting League Status

hereby certify the following statements are true with respect to our request for League Status:

- 1.) There are a minimum of 20 participants in our league.
- 2.) 100% of the participants are residents of Franklin, Clinton, Floyd, Monroe, Jackson, and Russell Township.
- 3.) North Putnam Community School Corporation may request the names and addresses of participants at anytime during the school year.

Signature

Printed Name

Date