

East Noble School Corporation
Building Use Procedures
Revised July 1, 2018

Rules and Regulations

1. Requests for school facilities must be submitted to the desired school on a "Permit for Use" form, which are available at each school. No request will be considered official until:
 - a. the form is filled out and signed by an adult (aged 21 or older) who accepts responsibility for use of the building and enforcement of school rules and regulations;
 - b. the form must be approved by the school administrator and the superintendent or his/her designee. When a request is not covered by these rules and regulations or Board Policy 7510, it must have School Board approval; and a certificate of liability insurance is required at an aggregate amount of \$2,000,000. Written proof must be provided at the time of the request and in place during the dates requested. See attached example.
2. Requests shall be considered in order of presentation.
3. Use during summer vacation, or during vacation periods shall not conflict with building cleaning and renovation programs and will depend on the availability of building personnel.
 - a. All East Noble Buildings are closed to community use on Sundays.
 - b. Holiday's in which all Building are **CLOSED** to community use.
 - i. New Year's Day
 - ii. Good Friday
 - iii. Memorial Day
 - iv. Independence Day
 - v. Labor Day
 - vi. Wednesday Before Thanksgiving
 - vii. Thanksgiving Day
 - viii. Friday after Thanksgiving
 - ix. Day before Christmas
 - x. Christmas Day
 - xi. Day after Christmas

4. The group using school facilities shall be responsible for the conduct of participants, as well as any damages to the buildings and/ or equipment. This also includes the property of students and employees. An ENSC Staff Member will be required to perform a walk through before and after each event.
5. All Doors are to remain closed and locked during the building usage unless the doors are being manned. Once your group is in the building, doors will need to be shut and locked.
6. No material or equipment from the building is to be used unless permission is given by school personnel on duty.
7. All decorations are subject to the approval of the building administrator. The group is responsible for them and their removal.
8. Corridors, exits, and stairways must be free of obstructions at all times.
9. **No smoking / vaping** is allowed on school property.
10. **No alcohol or illegal drugs** are allowed on school property.
11. **No Firearms or weapons** are allowed on school property.
12. The use of corporation grounds and facilities shall not be used for any purpose which is prohibited by law.
13. Any time kitchen facilities are requested, food service personnel need to be present. These arrangements need to be made through the school office and the Food Service Director.
14. A school custodian shall be on duty whenever a facility is being used except as exempt by the Superintendent or his/her designee.
15. The corporation **will not** be responsible for any loss of valuables or personal property.
16. Repairs to facilities or equipment damaged beyond normal wear and tear are to be paid for by the group using the facility.
17. The Board reserves the right to refuse use of the facilities at any time.

Cancellations

1. Any cancellation must be made at least one (1) week in advance of the date(s) requested for any rental fees to be refunded. In the event a school is closed due to an emergency, a refund or rescheduling may take place at the option of the applicant.
2. If an unforeseen conflict arises, the school reserves the right to cancel a scheduled use.
3. In the case of non-school days, and in the case of some emergency such as weather, power failure, heating or air conditioning problems, etc., the superintendent may exercise the authority to cancel the use of the facility. In this event, some other facility may be offered for use, or another date may be selected for the original facility.

Fees

1. The Superintendent or his/her designee shall determine the fees according to the chart of fees and the length of the rental.
2. The Board reserves the right to assess higher fees or changes for any group if excessive expenses are incurred during use.
3. Building rental fees must be paid in advance of the approved facility usage. Any extra personnel costs incurred must be paid within 2 weeks after the rental.
4. All checks for fee rental should be made out to **East Noble School Corporation**.
5. In some situations where there is no cost factor to the district or situations where a mutual exchange of facilities or benefits is possible between the school district and the organization, rates may be modified or eliminated.
6. Charges for school personnel shall be according to the fee policy which includes the employee's overtime rate and fringe benefits.
7. Community usage shall be defined as a not for profit association or other such association whose primary purpose is to serve the betterment of the community.
8. Overtime rates will apply for any rental when necessary including Saturday (time and one half) and Sunday (double time).

Chart of Fees

	<u>Commercial</u>	<u>Community</u>
Classrooms	\$20/hr	\$20/hr
Gymnasiums		
a. Northside, Southside, and Wayne Center	\$75/hr	\$50/hr
b. Avilla & Rome City	\$100/hr	\$75/hr
c. East Noble Middle School	\$125/hr	\$100/hr
d. East Noble H. S.	\$125/hr	\$100/hr
Cafetorium / Auditorium		
a. East Noble Middle School Cafetorium	\$100/hr	\$75/hr
b. East Noble High School Cole Auditorium	\$150/hr	\$100/hr
Football / Soccer Fields		
a. Avilla, SouthSide, Wayne Center	\$40/hr	\$20/hr
b. East Noble Middle School	\$125/hr	\$75/hr
c. East Noble High School	\$150/hr	\$100/hr
d. ENMS / ENHS Field Lighting	\$120/hr	\$120/hr
Cafeterias	\$50/hr	\$35/hr
Kitchens	\$50/hr	\$35/hr
Custodial Staff	\$25/hr	\$25/hr
Cafeteria Staff	\$25/hr	\$25/hr
Lighting/Sound Staff	\$15/hr	\$15/hr

*Security (If Required) will be an additional cost to the organization renting the facility at \$25.00/hr for each officer.

*All Staff will be billed one additional hour. Thirty minutes prior to arrival and thirty minutes at the end.

*Community – A non-profit group who is working for the betterment of the community.

*Commercial – Any group who is not considered a non-profit and is in the business to generate a profit.