

Griffith Public Schools Facility Classification

Class 1:

All Griffith Public Schools students, student clubs, student organizations, school affiliated parent group (PTO, Boosters, etc.) and all government agencies.

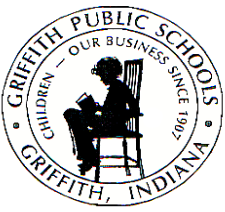
Class 2:

All Griffith residents, civic units (Kiwanis, Rotary, Red Cross, Etc.), not for profit community organizations (YMCA, Boys and Girl Club, Griffith Parks, Special Olympics), athletic feeder programs (Griffith Soccer, Swimming, Gymnastics, Basketball, Baseball, Softball, etc.), Griffith youth groups (Scouts, 4H), religious organizations* and local businesses.

*A requesting church must be an established church within the boundaries of Griffith Public Schools and have purchased property or be in the process of building a church within the boundaries of Griffith Public Schools.

Class 3:

All other persons, group or organizations not residing in Griffith Public Schools District.



Griffith
Administrative Guidelines

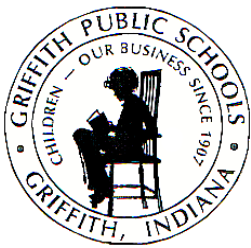
CHARGES AND PRIORITIES FOR USE OF SCHOOL FACILITIES

Session Fees Are Based On
A Two-Hour Block of time

Facility	Class 1	Class 2	Class 3
GMS/GHS Classroom	NC	\$10.00 Weekday \$20.00 Weekend	\$30.00
Gymnasium (With Bleachers)	NC	\$50.00 Weekday \$100.00 Weekend	\$500.00
Field House & Gymnasium (Without Bleachers)	NC	\$25.00 Weekday \$50.00 Weekend	\$500.00
Cafeteria	NC	\$25.00 Weekday \$50.00 Weekend	\$100.00
Kitchen	NC	\$25.00 Weekday \$50.00 Weekend	\$100.00
Auditorium	NC	\$50.00 Weekday \$100.00 Weekend	\$300.00
Lecture Room	NC	\$20.00 Weekday \$30.00 Weekend	\$50.00
Baseball Field/Softball Field	NC	\$25.00 Lights \$50.00	\$100.00 Lights \$200.00
Football Field & Track	NC	No Lights \$25.00 Lights - \$50.00	\$500.00
Practice FB Field	NC	\$25.00	NA
Swimming Pool	NC	\$100.00/Hr.	\$150.00/Hr.
Parking Lot	NC	No Lights \$25.00 Lights \$50.00	No Lights \$100.00 Lights \$200.00
Tennis Courts	NC	No Lights \$25.00 Lights \$50.00	No Lights \$100.00 Lights \$200.00

Facility	Class 1	Class 2	Class 3
Elementary Classroom	NC	\$10.00 Weekday \$20.00 Weekend	\$25.00
Gymnasium	NC	\$25.00 Weekday \$50.00 Weekend	\$100.00
All Purpose Area	NC	\$25.00 Weekday \$50.00 Weekend	\$50.00
Cafeteria	NC	\$25.00 Weekday \$50.00 Weekend	\$75.00
Kitchen	NC	\$25.00 Weekday \$50.00 Weekend	\$75.00
Field	NC	\$25.00	\$75.00

1. NC + No Charge
2. NA + Not Applicable
3. Fees are based on a one "session" usage (Two-Hours) and will be charged a one session minimum.
4. Fees may be pro-rated after 2 hour minimum.
5. Charge determined by the Director Facilities and Transportation.
6. A damage deposit may be required as per judgment of principal.
7. The Griffith Public Schools is not available for private rentals.
8. When kitchen and serving facilities are used, a cafeteria employee with food safety certification must be present, and the organization shall pay one and one-half (1-1/2) the hourly rate plus payroll taxes.
9. If lighting or sound equipment must be provided, then a technical director provided by the schools must be employed.
10. Any organization in Class 2 may be required to provide a financial disclosure statement to verify the non-for-profit status of the organization with the application.
11. All outside food sold for consumption must be contracted through Deez Eats Concessions. Arrangements shall be coordinated with Athletic Directors office, who will verify Deez Eatz Concessions availability.



Personnel fees:

Custodian	\$30.00/hr.
Pool Supervisor	\$25.00/hr.
Lifeguard	\$15.00/hr.
Auditorium Director	\$20.00/hr.
Auditorium Technician	\$10.00/hr.
Cafeteria Employee	\$30.00/hr.
Security Officer	\$25.00/hr. Minimum of 4 hours
Event Supervisor	\$25.00/hr.
Maintenance	\$30.00/hr.



GRIFFITH PUBLIC SCHOOLS RENTAL POLICY SCHOOL FACILITY USE

This document is to be agreed to at the time of application. This document was created to add additional detail and clarity to the “Griffith Public Schools” Rules and Regulations Governing Use of School Facilities.”

USE OF SCHOOL FACILITIES

The school district supports community use of school facilities for both educational and recreational purposes. The use of the facilities will follow the priority of:

1. School-sponsored activities
2. Community recreation, youth groups and cultural activities
3. Other activities.

General public use request must be shown to be:

1. Legally and culturally acceptable
2. Open to all regardless of gender, race, creed or national origin

Approval of Applications will be based upon the following:

1. Benefits to the community and the district
2. Educational and/or physical contribution to the participants
3. Potential wear and tear on the school facilities
4. Availability
5. Legally and culturally acceptable
6. Open to all regardless of color, race, creed or national origin

District Affiliation: The district disclaims any affiliation with the renter.

1. The renter understands that the district, by permitting use of its facility(s), does not support, advocate, or endorse the renter’s religious, political, or social philosophy.
2. The renter understands that the following disclaimer is to be included in all promotional and advertising material. “This event is not a Griffith Public Schools sponsored event and does not represent the views of the GHS board”.

CANCELLATIONS BY VCS AND RENTERS

1. GPS reserves the right to cancel or move the location of all rentals as may be required to accommodate school functions, unavailable custodial staff or due to unanticipated conditions.
2. All rental activities will automatically be canceled on the days the school has been canceled. The Director of Facilities and Transportation will make reasonable efforts to notify renters of changes and cancellations.
3. The applicant shall submit a written notice requesting cancellation of, or changes to, an approved schedule. The request must be received by the Director of Facilities and Transportation or by email to gsmith@griffith.k12.in.us no later than 9:00 a.m. five (5) business days prior to the event date. Failure to provide **written** notice using these timelines may result in full payment.

General Rules/Guidelines

1. Facilities will not be scheduled more than one year in advance. Note: Most schedules cannot be approved this far in advance.
2. The "GPS Facility Use Agreement/Application for Facility Use" must be signed by an authorized representative of the organization using the school facility. The "GPS Facility Use Agreement/Application for Facility Use" may not be accepted later than twenty business days prior to the event. Such agreement/application must be complete including setup needs when received by GPS.
3. Renters shall only be allowed to use the building spaces or grounds for which they have rented and are paying for.
4. **Cafeteria:** rentals do not include the use of the kitchen, unless approved by Director of Food Services and the Director of Facilities and Transportation. Use of kitchens shall require the presence of GPS food services personnel.
5. **Deez Eatz Concessions:** All food sales if not provided by the cafeteria must be scheduled through Deez Eats Concessions.
6. A GPS employee and/or custodian shall be in the school at all times during the rental. Special exceptions require the Director of Facilities and Transportation's approval as well as the building Principal.
7. **Auditorium Use:**
 - **Lights:** House lights can be used without the assistance of a stage technician. A stage technician is required for use of lights other than house lights.
 - **Food & Drink:** There is to be no food or beverages on the stage or in the auditorium.
 - **Fire and/or Open Flame:** By request of the Fire Department and concern for public safety fire and/or open flame are not permitted on stage or in the auditorium.
8. **Equipment:** Any equipment that may be used as part of this agreement may not be removed from district property.
 - Exemption: Tables: A few tables may be used upon request, availability and pre-approval.
9. **Large Events:** The Director of Facilities and Transportation will give you the name and phone number to a school employee or another designed custodian. It is the renter's responsibility to schedule a walkthrough prior to your event as needed and to be sure the school can fulfill your setup needs.
10. **Designated Point of Contact:** Each rental request shall include the name and contact information of a single person who will be that organization's only point of contact with the Director of Facilities and Transportation for scheduling and rental coordination purposes. The Director of Facilities and Transportation will only make changes or discuss the schedule with the point of contact listed on the "GPS Facility Use Agreement/Application for Facility Use".
11. **Damages:** The renter shall be responsible for the entire cost to correct any and all damages that occur to buildings or grounds as a result of their rentals, whether caused by attendees or participants, as determined by the Director of Facilities and Transportation.

12. **As-Is Conditions:** School buildings, facilities and equipment shall be accepted by renters in their existing “as-is” condition. Reasonable accommodations and repair attempts will be made where deemed possible to facilitate rentals.
13. **Arrival, Departure and Setup Times:** Setup time must be included on the “GPS Facility Use Agreement/Application for Facility Use.”
14. **Sports Balls:** Only rubberized sports balls made for indoor use are allowed in the buildings. Any scratching of gym floors and/or gym could result in loss of gym use and/or additional charges.
15. **Decorations/Signs/Tape:** Depending on location requested, decorations and signs may pose a fire or safety hazard. Decorations and signs must be removed at the end of use. Staples, nails and tacks are **NOT** permitted to hang any items. Only painters tape or items such as “Sticky Tack” can be used. Painters tape may be used on gym floors if necessary. All Decorations, signs and tape must be removed at the end of use so that there was no sign of such items being utilized during the event.
16. **Cleanup:** All trash should be disposed of in provided receptacles. If chairs and/or tables are moved, they must be returned to the original location at the end of your use.
17. **Use of District Buildings by District Employees:** Individual employees of the District may **NOT** use school facilities for non-district activities or for personal reasons. Employees of the District **cannot** use school facilities for programs that allow for personal profit.
18. **Birthday Parties, Weddings, Receptions Etc:** The District will not rent facilities for parties such as weddings, receptions, birthday parties, etc.
19. **Funerals:** Funerals will not be held on school grounds unless approved by the district Superintendent or designee. If a funeral is held at school, it will be held outside of the school day.

SUPERVISION/BEHAVIOR

Supervision:

The renter must provide sufficient adult supervision (minimum of 21 years of age) at all times. Supervisors should maintain a safe environment, crowd control, ticket sales, ushers, security of personal property, and enforcement of the Facility Rules and Regulations, and state laws and local ordinances.

1. Children must be closely supervised at all times.
2. No running/playing under bleachers.
3. No crawling under bleachers.
4. Attendees or participants of the rental shall not enter school areas that are outside of the rental space or associated common space (bathrooms and hallways).
5. Under no circumstances will custodians or any other GPS staff member be responsible for supervision of participants before, during or after an activity.
6. The rental supervisor must notify the custodian on duty of any safety issues, spilled drinks, injury's, etc.

Behavior:

1. At all times, orderly conduct shall be required by the renter, participants, performers and the audience.
2. Rude, offensive or illegal language by any attendees or participants of a rental shall be considered grounds for immediate revocation of facility use, including but not limited to, the following:
 1. Smoking and Tobacco
 2. Alcoholic Beverages
 3. Illegal or Illicit Drugs
 4. Weapons: Weapons, including knives and firearms, are prohibited in all school buildings and on school property.
 5. Food and Drinks: Food and drinks are permitted in approved areas only. Check with the custodian before bringing drinks or food into a gym. Each school is different. Only water is allowed on the field turf.
 6. Attire: Proper dress and attire shall be worn at all times by attendees or participants in rentals. Shirts and shoes shall be worn at all times, and appropriate athletic shoes shall be used on athletic floors.



INSURANCE

GPS requires all renters to supply liability insurance, with GPS co-insured for an amount specified on the GPS Facility Use Agreement.

Proof of Insurance is required at the time of application before the event (s) are approved.

CHARGES AND PAYMENTS

Charges:

1. **Custodial Charges** of \$30.00 per hour may apply during certain rental periods when custodians are working in the building, such as events with a large number of people or which result in extraordinary custodial duties.
2. **Grounds Keeper** charges for \$30 per hour may apply for painting fields, and snow removal or to be on site during large events.

Payments(s):

1. All fees are payable on receipt of invoice and due within 30 days of invoice date. Continuously late payments or failure to make payments will result in the inability of a group or individual to rent any school facilities in the future and may result in legal action.
2. **Payment Options:** Payments by check may be mailed or delivered to the Business Office at 602 North Raymond Street, Griffith, IN. 46319
 - Make checks payable to Griffith Public Schools and reference your invoice number on the memo line.
3. **Pre-Payment:** Pre-payment may be required at the discretion of the Director of Facilities and Transportation.
4. **Deposits:** A Deposit may be required at the discretion of the Director of Facilities and Transportation.

**GRIFFITH PUBLIC SCHOOLS
REQUEST FOR USE OF SCHOOL FACILITIES**

School Desired: _____

Date of Event: _____

Hours to Be Opened: _____

Hour Event Begins: _____ Closing Time: _____

Organization Name: _____

Purpose: _____

Contracting Party: _____

Name of Contact/Email: _____ / _____

Address of Applicant _____

City: _____ State: _____ Zip: _____

Home: _____ Business: _____

Name/Phone/Email of Adult in Charge: _____

Percentage of Participants who are Residents of Griffith: _____%

We (will)(will not) charge an admission fee. We expect an attendance of approximately _____ persons.

Check the facilities desired:

FACILITY

Classrooms:	Estimated Cost	Actual Cost
___ Number of Classrooms Desired	_____	_____
___ Location-Room Numbers	_____	_____
___ Gymnasium / All Purpose	_____	_____
___ Cafeteria * (copy to Director of Food Service of Contract)	_____	_____
___ Kitchen * (Copy to Director of Food Service of Contract)	_____	_____
___ Auditorium	_____	_____
___ Swimming Pool	_____	_____
___ Lifeguard (There must be 1 lifeguard for every 50 swimmers)	_____	_____
Other Building Space/Specify Space & Location _____	_____	_____
___ Play field	_____	_____
___ Custodial Fee	_____	_____
___ Audio/Visual (Technician)	_____	_____
___ Audio/Visual (Student Helper)	_____	_____
___ Other	_____	_____
___ Concessions	_____	_____
Total	_____	_____

Additional Request or Comments: _____

For Food Beverage Catering; please arrange for kitchen supervision and/or catering directly with the Director of Food Service.

REQUEST FOR USE OF SCHOOL Facilities – Page 2

It is understood that Griffith Public Schools activities have preference over outside activities in using the school buildings, and this request is subject to cancellation if requested facility is need for a school activity. This agreement can be terminated at the sole discretion of Griffith Public Schools and no” Property right” is created under Indiana law on behalf of the user.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there will not be use of tobacco or controlled substance on Griffith Public Schools property.

“The Applicant hereby agrees to indemnify and hold harmless the Griffith Public School Corporation from any liability for damages to any person or property in or about Griffith Public Schools or Griffith Public Schools’ premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The Applicant agrees to be responsible for the preservation of order.” Furthermore, the facility user is to give immediate and written notice of any accident resulting in bodily injury or property damage to the Director of Facilities and Transportation.

A certificate of insurance must be provided before the facility is used by any outside group. The minimum amount of insurance shall be \$100,000 property damage and \$1,000,000 general liability insurance to cover the full period of occupancy.

Must appear on every Facility Rental Contract	Must appear on Facility Rental Contract for Multiple Bldgs.	OR	Must Appear on Facility Rental Contract for Individual Bldg. Use
Griffith Public Schools 602 North Raymond Street Griffith, IN. 46319	Griffith Public Schools 602 North Raymond Street Griffith, IN. 46319		Griffith Public Schools 602 North Raymond Street Griffith, IN. 46319

This application form and all required documentation must be submitted to the appropriate building Principal twenty (20) working days prior to the event.

Cancellation Policy:

Cancellation of events/use of facilities or grounds must be communicated /received 5 business days prior to the scheduled event to be eligible for a full refund. Applicant must contact Mrs. Georgia Smith (219) 924-4281 or email her at gsmith@griffith.k12.in.us regarding cancellation.

Applicant Signature

Date

THIS SPACE FOR CORPORATION USE ONLY

CATEGORY OF USER (SEE AG 7510B)

- 1. CLASS 1 _____
- 2. CLASS 2 _____
- 3. CLASS 3 _____

RENTAL AMOUNT \$ _____ OTHER FEES \$ _____

Certificate of insurance attached to each application _____ (please Initial) _____

Signature of Principal (Whose Facility is Being rented / Class 1 & 2) _____ Date _____

Signature Of Superintendent/Designee (Class 3) _____ Date _____

EC: Principal/Director of Facilities and Transportation/Director of Food Service/Organization/Custodian

Initials:

_____ Director of Facilities and Transportation

_____ Athletic Director

_____ Director of Food Service