

K-8 COMMUNITY USE OF SCHOOL FACILITIES

The Board of School Trustees of the Plainfield Community School Corporation subscribes to the concept that the schools are an integral part of the community in terms of its intellectual and social expression and development. To this end the Board encourages the public use of school facilities.

School buildings and properties should serve as community centers for the promotion of the educational and cultural life of the community. Therefore, the use of school facilities may be granted for worthwhile educational, recreational, civic and cultural activities.

Community groups will be permitted and encouraged to use school facilities for worthwhile purposes when such use does not interfere with the school program.

School sponsored activities shall have first priority. The right to permit use of school facilities shall be retained by the Board and/or superintendent, unless otherwise delegated, and will only be at times that the facilities requested are free from school curricular and/or extracurricular activities.

The buildings and properties of the school district may be available for community use under conditions prescribed as permitted by law and in accordance with the adopted rules and regulations of the Board.

The Board of School Trustees will provide custodial services for any function which is strictly a school affair and is properly supervised by school officials.

The building principal is authorized to approve and schedule the use of school facilities in accordance with this policy and applicable administrative rules.

1. The school principal shall be authorized to rent facilities within the facility rental guidelines established by the Board. Special cases shall be presented to the Board for approval.
 - a. No contract or lease shall be approved for the benefit of an individual, individuals, or firms for personal or commercial gain.
 - b. Political meetings sponsored by regularly organized political parties recognized on the official Indiana ballot in the previous general election will be permitted to use school facilities and will be treated the same as any other civic organization.
 - c. No activity may be scheduled for minors who are not adequately sponsored and chaperoned. School authorities may also insist upon the number of adults to be present for supervision.

No request shall be considered or granted until a rental form has been completed and signed by a person 21 years or older who accepts responsibility for the use of the facilities and enforcement of the rules and regulations, and which form has been signed by the school principal.

Requests for the use of school facilities by groups whose membership consists of non-residents of the school district shall be discouraged.

Special school equipment may not be used unless authorized by the school principal, the assistant superintendent, or administrative assistant of the school district.

Employees of the Plainfield Community School Corporation will be permitted to rent school facilities. Private lessons for a reasonable fee may be offered by employees and/or students of a school if approval is given by the principal.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group, or organization nor the purposes they represent. Should an objection be lodged against a specific use of district facilities by any group, such objection is only valid if it is made in writing to the superintendent and bears the signature of the individual and/or group of individuals lodging the complaint.

All applicants for use of district facilities shall hold the Plainfield Community School Corporation free and without harm, from any loss or damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use of occupancy of district facilities, the amount of damage shall be approved by the Board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained. Certain activities, either due to the number of participants or spectators involved or the nature of the activity, may need to provide a certificate of adequate liability insurance before the rental is finalized. All insurance questions must be approved by the assistant superintendent.

Use of the school facilities on Sunday for practice or camps is prohibited. However, Plainfield High School and Plainfield Community Middle School facilities may be occasionally used on Sunday afternoons by local civic, church, or youth organizations under the following conditions:

1. Must be culminating activity, i.e., high school commencement (but not practice), musical (but not rehearsal), Junior Miss (but not practice), tournament or travel league play, concert (but not rehearsal), etc. All approved use may not start until 12:00 p.m. with the exception of approved church activities.
2. Approved by building principal or designee (see Approved Facility Rental Guidelines).

If school is closed due to an emergency, all scheduled use of school facilities by the community should be canceled and rescheduled, if possible.

The sponsoring organization will be held responsible for any individual's conduct during the rental period. Boisterous conduct, profane or improper language, use or possession of intoxicating beverages on the premises, use or possession of illegal drugs on the premises, use of tobacco products, or any other objectionable activity is not to be permitted. In any use of school property, the user shall be held responsible for injuries or property damage which may occur as a result of such use. All groups shall leave the school facilities in the same order and condition in which they found them.

1. Building principals shall arrange for custodial, supervisory, and/or service personnel upon approval of the rental request.
 - a. When the building is rented to non-school related groups, personnel employed to supervise shall be responsible to the principal. The building principal shall determine the amount of supervision required to protect the building and ensure the proper use of equipment.
 - b. The use of kitchen equipment is restricted to trained personnel of the Plainfield Community School Corporation. If any group desires a meal, cafeteria employees shall be hired to prepare the meal. If the organization only needs a coffee pot, table, and/or sink, the principal may make these facilities available without requiring a food service employee to be present. It is not the purpose of the school cafeteria to compete with restaurants and other establishments in furnishing meals to the public or in handling receptions, etc. Therefore, the use of kitchen facilities is limited to non-commercial activities.
 - c. The charge for custodial and/or food service employee hours for a rental event may be extended 1/2 hour prior to the requested time for opening the building and 1/2 hour after the ending time of the event for locking up the building.

CLASSIFICATION OF USE

It is the intent of the Board of School Trustees to give first consideration to the school and the community within the confines of Guilford Township.

1. Use by the School: This includes curricular and extra-curricular groups and auxiliary organizations such as P.T.O., Music Boosters, Athletic Boosters, Vocational group sponsors and similar organizations that exist for the improvement of the schools. Members of the instructional or administrative staff will be in charge of these groups.
2. Use by local churches, clubs, groups, civic organizations, and institutions who desire to use the buildings and facilities for a purpose for which no admission is charged.
3. Use by local clubs, groups, civic organizations and institutions who desire to use the buildings and facilities for a purpose for which an admission is charged.
4. Use by local churches, clubs, groups, civic organizations and institutions when no one but members of the cast or teams, managers and/or directors are present.
5. Use by local churches, clubs, groups, civic organizations, and institutions who desire to use the facilities and charge admission which is used for the benefit of the school or students within the school.
6. Use by other groups whose programs meet standards set up for use of buildings and facilities.

RENTAL AND LOANING OF SCHOOL PROPERTY

All loaning of equipment is to be approved by the assistant superintendent and all rental of buildings is to be approved by the principal involved. Discriminative loaning of equipment to churches, the county agent, clubs for community service, and business and professional friends of the school is permissible, but loaning in general is to be discouraged.

PAYMENT

All payments for the use of school facilities are to be made to the school, payable to Plainfield Community School Corporation. This money shall be forwarded to the Administration Office. A breakdown of charges should accompany this check (wages, rental of facilities, etc.). Personnel will be paid on the regular payroll.

No charge will be made for the use of school facilities by recognized teacher or school employee groups or student organizations. Requests for use by school groups must have the approval of their principal prior to reserving another building within the school district.

The Board of School Trustees and/or superintendent reserve the right to reject any application for rental of a facility if, in its opinion, it is detrimental to the public interest or to the public schools, or if it interferes with any previous rental or engagement.

The Board reserves the right to cancel any dates scheduled if facilities are needed for a school activity.

For any rental, the rights for concession stand operation will remain with the school.

School property is not to be used for the teaching of or promoting any theory of doctrine of a subversive nature, intending or threatening to undermine or overthrow the constituted form of government of the United States of America, or the State of Indiana. Considerations for facility usage outside the framework of these guidelines may be appealed to the Board of School Trustees of the Plainfield Community School Corporation by a request in writing to the superintendent of schools. The request will be placed on the next regular Board meeting agenda.

SOURCE: Plainfield Community School Corporation
Plainfield, IN

ADOPTED: Prior to 08/10/66

REVISED: 08/01/72, 06/12/79, 06/09/80, 09/10/87, 07/12/90, 02/13/92, 12/08/94,
01/11/96, 04/10/08, 12/11/08, 03/12/09, 10/10/13