

Carroll Consolidated School Corporation
Facility Use Agreement

Please Note: All facility usage agreements must be prepaid. The main gym at Carroll Jr/Sr High School is no longer available to rent. Class 3 and Class 4 organizations will be required to pay (1) for a CCSC employee to provide building supervision during the event; (2) estimated electrical charges; and (3) a facility rental fee. The building supervisor will be in charge of making sure school facilities are used in a safe manner. The supervisor will also be a point of contact between the organization and the school.

Please circle which facility your organization wants to rent:

Facility Desired: Carroll Elementary / Carroll Junior Senior High School / Fieldhouse at CJSHS

Please specify: café / gym / kitchen / auditorium / football field (track) / baseball field / softball field / soccer field

Name of Organization _____

Address of Organization _____

Name of Representative _____ Title _____

Phone _____ Date Needed _____ **If this is a repeated request, please**

list all dates and hours per day: _____

Time Desired or time each day _____ Type of Program _____

Nature of Meeting _____ Probable Attendance _____

Admission Charged to Event? Yes _____ No _____ If yes, how much? _____

Special Equipment, Set Up Needs and Time _____

Certificate of Liability Insurance: The school corporation requires a certificate of insurance (updated annually) prior to facility use as described. Certificate of Insurance on file? Yes _____ No _____ If no, please attach a copy to this Agreement.

Due to the size of the Fieldhouse and the fact that multiple groups could use it at once, we will not charge an electricity charge for the Fieldhouse. All other spaces will still have their own electricity charges. Anyone renting the pool has to pay supervision fees as well as lifeguard fees. Rental of cafeteria space does not mean the organization is granted access to the kitchen. Kitchen rentals must be included if the group wants to use this space. Anyone using a CCSC kitchen space must do so under the supervision of CCSC Food Services department.

Supervision Fees:	\$ _____	\$23.00/hr x # of hours x # of days
Rental Fees	\$ _____	
Electrical Fees	\$ _____	
Lifeguard Fees	\$ _____	\$23.00/hr x # of hours
Custodial Fees	\$ _____	
Kitchen Staff Fees	\$ _____	\$23.00/hr x # of hours x # of staff needed
Estimated Audio Visual Fees	\$ _____	
Equipment Fees	\$ _____	
Total Cost	\$ _____	

Carroll Consolidated School Corporation

I hereby certify that the above organization shall be responsible for any damage sustained to the school premises, furniture, or equipment, because of the occupancy of school premises by our organization, and said organization shall be responsible for any injury to a person using said facilities and shall hold the School Corporation harmless from any liability for such injury.

The undersigned has read and fully understands the rules and regulations governing the use of these facilities and agrees to abide by same and be responsible for any damage to school property due to such occupancy and to strictly observe the rules and regulations of the School Board and directives of school personnel relative to use of such facilities.

Signature of Organization Representative _____

Action on Application

Date application filed _____ Classification of use _____

Proof of Insurance Provided Yes _____ No _____ Approved by Principal _____

Approved by Board _____ Date of Approval _____

As of 10/2012 all pool rentals must use Carroll Consolidated School Corporation Lifeguards

FEE SCHEDULE

Facility	Class 1	Class 2	Class 3	Class 4
Fieldhouse	No Charge	No Charge	\$30 per hour/ per court	\$40 per hour/ per court
Carroll High School Auxiliary Gym	No Charge	No Charge	\$12.50	\$25.00
Athletic Fields w/o lights	No Charge	No Charge	\$15.00	\$30.00
Athletic Fields w/ lights	No Charge	No Charge	\$20.00	\$40.00
Swimming Pool	No Charge	No Charge	\$25.00	\$50.00
Carroll High School Classroom	No Charge	No Charge	\$5.00	\$10.00
Carroll High School Auditorium	No Charge	No Charge	\$30.00	\$60.00
Carroll High School Cafeteria	No Charge	No Charge	\$7.50	\$15.00
Carroll Elementary Gym	No Charge	No Charge	\$20.00	\$40.00
Carroll Elementary Auditorium	No Charge	No Charge	\$20.00	\$40.00
Carroll Elementary Classroom	No Charge	No Charge	\$5.00	\$10.00
Carroll Elementary Cafeteria	No Charge	No Charge	\$7.50	\$15.00
Carroll Elementary Kitchen	No Charge	No Charge	\$10.00	\$20.00
School Owned Equipment**	No Charge	No Charge	\$25.00	\$50.00

Personnel Rates for custodians or other required employees - \$23.00 each per hour

Electrical Costs are an expense for the school corporation and taxpayers. Below is a cost per hour for each room:

<u>Room:</u>	<u>Cost per Hour:</u>
Auditorium	\$1.19
Auxiliary Gym High School	\$1.19
Café High School	\$0.57
CES GYM	\$1.19
Café CES	\$0.62

Facility Use Fees and Guidelines

Facility Use Fees

Class 1- District/School Oriented Groups (No Fees)

District or school-related programs or activities and district or school-oriented groups that exist primarily because of the school program, and with the primary goal of benefitting students enrolled at Carroll Consolidated School Corporation. The Carroll Consolidated Board of Trustees may approve exemptions for children of district employees. Examples: Associated study body, curricular and extracurricular student groups, PTO/PTA, booster clubs, staff unions or other staff groups, district-convened citizen advisory groups.

No charge shall be made for the use of school facilities, except when the services required will result in an additional expense to the district. In such cases, charge to equal to the additional cost shall be made.

Class-2-Local Non-Profit Youth Groups with appropriate IRS validation

Groups that have as their prime focus the needs of local community youth. This class includes youth organizations with an established non-profit status as defined by the IRS, local church and church-sponsored youth organizations, and youth activities sponsored by government agencies. Examples: YMCA, Boys and Girls Clubs, youth athletic organizations, Boy Scouts, Girls Scouts, and any local non-profit youth clubs with over 75% of attending group residing within the CCSC district.

Class 3- Other Non-Profit Youth and Adult Groups

Groups that have their prime focus as the needs of the youth and adults of the local community, including youth and adult organizations with a non-profit status as defined by the IRS and youth and adult activities sponsored by government agencies. This group also includes any non-profit youth organizations which do not qualify as local organizations. A discount of 25% will apply if at least 25% of the participating students are Carroll Students. Examples: Community clubs, non-community youth groups

Class 4- Commercial Groups and Other Functions

This group includes commercial organizations, which do not possess a non-profit status with the IRS. These include all commercial and promotional activities such as for profit presentations and events including but not limited to: athletic camps, leagues, and organizations. Includes all organizations that charge admission and/or participation fees and/or have as a purpose the generation of income for the host group or individual. This group also includes all groups that do not fit into another class. A discount of 25% will apply if at least 25% of the participating students are Carroll Students.