

Community Relations

Administrative Procedure – Community Use of School Facilities

1. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these Procedures, to be school-related.
2. All non-school related groups must complete an application, stating fully:
 - a. The applicant's name, address, and cell and regular telephone numbers;
 - b. Their status as a nonprofit eligible organization or a for profit organization
 - c. The specific facility requested and the purpose for which it will be used;
 - d. The type of program or activity;
 - e. The materials to be brought into or near the building;
 - f. The room arrangement, including decorations;
 - g. Needed food and drink service; and
 - h. Needed equipment.
3. All non-school related groups (including those eligible to be nonprofit organizations) must:
 - a. Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
 - b. Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
 - c. Supply proof of insurance, naming Indian Creek CUSD #425 as an additional insured, verifying that the group maintains adequate insurance coverage against personal injury and/or property loss, as well as any applicable deposit fee.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities, and all persons on school premises must abide by the District's conduct rules at all times.
5. All groups may check out a key the day before an event and must return the key the day after an event.
6. Only the cafeteria, auditorium, gymnasium, classrooms, and athletic field, along with needed hallways and parking areas, are available for community use.
7. No furniture or equipment may be moved without prior approval from the Building Principal.
8. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
9. The following fees apply:

Meals and beverage service

Per person menu cost as determined by
cafeteria supervisor

Refundable deposit charge to non-profit eligible organizations	\$50
Refundable deposit charge (for profit organizations)	\$100
Rental charge (for profit organizations)	\$100
Custodial fees beyond normal operating costs (for profit organizations)	\$30 per hour
Cost of any damages (for non profit eligible organizations and for profit organizations)	Actual costs

Adopted: November 17, 1997

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