

## FACILITY USE POLICY

The Board of School Trustees believes that the school facilities should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of the school corporation. As such, the Board has developed the following guidelines to protect and foster the use of all school facilities and equipment. These guidelines will help direct the efficient use of the facilities while protecting the school corporation from any unnecessary liability or misuse.

The Board permits the use of school facilities when such use has been appropriately requested in writing by a responsible organization, group, or individual and has been approved by the building principal and/or the superintendent. The Superintendent shall develop administrative guidelines and procedures for the granting of such permission to use Corporation facilities including a schedule of fees. All users of school facilities shall hold the North Central Parke 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 school facilities.

Organizations shall present evidence of liability insurance coverage prior to using school facilities.

The use of school facilities on a Sunday or holiday will be discouraged to allow students and employees to have "duty free" time.

The school corporation reserves the right to deny or approve any use of school facilities. All requests and activities will be evaluated according to their potential hazard to school facilities and participants.

### Rental and Use of Buildings, Grounds, and Equipment

The approval for the use of school facilities is contingent upon each group or individual assuming full responsibility for the care of the school property, complying with the terms of the use application and agreement, and paying all approved charges assessed for the event; such approval is also contingent upon the use of the school facilities in no way conflicting with the regular school program.

### Schedule of Fees

School related groups will not be assessed rental fees to use the school facilities, but may be assessed personnel costs. A school related group is defined as student organizations, faculty and staff within a building, booster groups, teacher association, PTO, and similar groups.

Public service related community groups, such as the police department and fire department, may be allowed to use the school facility without a rental fee; however, they must have proof of insurance and a building use form on file.

Local, state, or federal government agencies will be permitted to use the facility without charge.

Community youth related groups, such as 4-H, Girl Scouts, Boy Scouts, Elks hoop shoot, youth basketball league, etc. may be allowed to use the facility without a rental fee; however, they must have proof of insurance and building use form on file. They may also be charged personnel costs for activities held outside the normal school custodial schedule.

Adult basketball leagues, AAU leagues, and other such groups will be required to pay rental charges and personnel costs. In addition, they must provide proof of insurance and complete a facility use form.

Rental Fees

Gymnasium	\$200 when admission is charged plus \$15 per hour	\$100 when no admission is charged plus \$15 per hour
PHHS Student Comm. Center	\$150 when admission is charged plus \$15 per hour	\$75 when no admission is charged plus \$15 per hour
PHMS Extended Learning Room (ELC)	\$150 when admission is charged plus \$15 per hour	\$75 when no admission is charged plus \$15 per hour
Media Centers	\$75 plus \$15 per hour	
Parking Lots	\$50 with lights on	\$0 without lights on
Baseball Field/Softball Field	\$30 with no lights on	\$100 with lights on
Football Field	\$30 with no lights on	\$100 with lights on
TR Cafeteria	\$50 without kitchen	\$100 with kitchen plus cafeteria personnel
RV Cafeteria	\$50 without kitchen	\$100 with kitchen plus cafeteria personnel
Custodial Personnel	\$25 each per hour	Minimum of 2 hours
Cafeteria Personnel	\$25 each per hour	Minimum of 2 hours
Building Activity Supervisor	\$35 per hour unless volunteer	
Light and Sound Personnel	\$35 per hour	Minimum 2 hours
Student Asst for light and sound	\$12 per hour	
Deposit for Door Access	\$50 : will be returned after key is returned.	

**Fees Updated: November 16, 2022**

General Guidelines

1. School facilities may not be used by any political organization to hold political rallies or to promote any political party or activity.
2. Religious groups may not use school facilities to hold religious services such as revivals, special services, etc., which would directly promote a specific religious doctrine. However, church groups may use school facilities for activities that are of a non-worship nature such as fund raising activities, dinners, etc.
3. No private individuals, businesses, or organizations may use school facilities for activities which would promote or directly result in personal or financial gain to the individual, business, or organization.
4. Approved small group meetings in the schools may do so without charge when no extra work results for the custodial staff.
5. Any group using the facility must have one school employee present, either as a volunteer or paid worker.
6. School owned equipment may not be used unless approved by the building principal.
7. No tobacco or alcohol products, nor any drugs may be used on school property.
8. The organization or person using the facility will be responsible for any damage and cleanup of the facility.
9. Any non-school group must provide a "certificate of insurance" with a \$1,000,000 Bodily Injury and Property Damage liability limit and must name North Central Parke as an additional insured.
10. The building principal or designee will assume responsibility for approving any facility use. The principal may waive fees and/or approve other groups to use the facility depending on the circumstances.

NOTE: Any North Central Parke School Employee or Board approved volunteer allowing friends and family to use the school facility must follow the same guidelines as any other community patron. Furthermore, said employee will be held personally liable for any costs or damages.

\*\* As per the authority of our Insurance carrier, every individual, who is not with a corresponding organization, using the facilities must sign their own separate agreement holding the school corporation harmless of any liability and must certify that they have their own insurance policy protecting the corporation.

**Approved by Board on July 17, 2014**

**\*\*See attached Building Use Application**

NORTH CENTRAL PARKE COMMUNITY SCHOOL CORPORATION  
APPLICATION FOR FACILITY USE

Date of Request: \_\_\_\_\_

Name of Organization or Individual: \_\_\_\_\_

Building/Facility Requested: \_\_\_\_\_

Specific Room or Area Requested: \_\_\_\_\_

Special Equipment Requested: \_\_\_\_\_

Type/Purpose of Activity or Event: \_\_\_\_\_

Date of Activity or Event: \_\_\_\_\_

Time outside doors should be opened: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Ending time of activity or event: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Anticipated attendance: \_\_\_\_\_ Circle one: Mostly Adults Mostly Minors

Will there be an admission charge: YES NO

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We/I have read and fully understand the rules and regulations of the Board of School Trustees governing the use of facilities. We/I agree to the strict observance of these rules and regulations and to be responsible for any damages to school property due to such occupancy.

A statement listing the charges for custodial and food service personnel along with the building rental fee will be presented to the organization/individual after these have been calculated following the activity/event. A check should be made payable to North Central Parke Community Schools as soon as possible following receipt of the statement; the school corporation will pay all personnel.

**\*\*Please review attached site map for AED's (automated external defibrillators)\*\***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Approval by Building/Facility Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval by Administration

\_\_\_\_\_  
Date

Estimated Charge \$ \_\_\_\_\_

Certificate of Insurance: YES NO

Liability Insurance Form Provided: YES NO

PERSONAL LIABILITY WAIVER

The North Central Parke Community School Corporation and their Insurance Carrier require that any individual not associated with an approved group or organization must sign a waiver of liability prior to being allowed to use the school facilities. This waiver will hold harmless the school corporation for any damage or personal injury.

Furthermore, by signing this waiver, you are affirming that you have your own insurance policy protecting you and the school corporation in case of any injury or damage.

\_\_\_\_\_  
Signature of Facility User

\_\_\_\_\_  
Date

Dear Facility User/Renter,

The safety of community members using this facility is of paramount concern. This letter is to inform you of resources available to you in the event of a sudden cardiac arrest emergency.

***Please find attached a site map that shows where are automated external defibrillator/s (AED/s) are located.***

### **How Common Is Sudden Cardiac Arrest?**

Up to 23,000 cases of out-of-hospital cardiac arrest in youth happen each year. It's the #1 killer of student athletes and the leading cause of death on school campuses.

Across the U.S., even the best emergency medical services systems can't reach cardiac arrest victims for at least 3 to 5 minutes. Given survival decreases by 10% each minute without emergency intervention, *the actions taken by bystanders during the first few minutes of a cardiac emergency are critical* and can double or triple a victim's chances.

It's been proven that a carefully orchestrated response to cardiac emergencies will reduce death and disability beyond the mere 10% average survival rate and we are proud to have made this a priority.

### **What is a Cardiac Emergency Response Plan?**

Simply put, it is a written and well-practiced response to a cardiac emergency that orients the campus community to starting hands-only CPR and using the onsite AED—similar to what everyone knows about the importance of fire drills and fire extinguishers. In short, directing your organization to Call – Push – Shock empowers everyone to save a life.



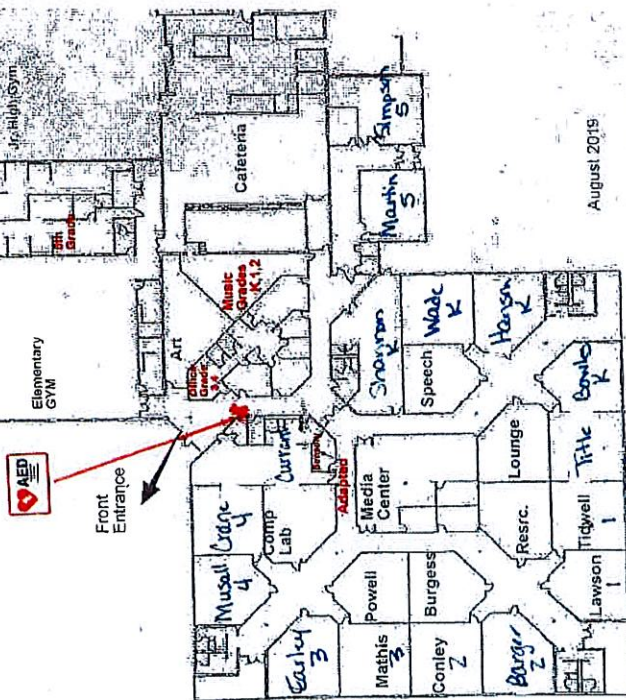
### **Please Take a Moment to Consider How Your Organization Will Respond to a Cardiac Emergency.**

1. Take 60 seconds to watch [Call Push Shock](#)
2. [Learn hands-only CPR](#) (you don't have to be certified to push hard and fast!)
3. Know where our school's AED is located

Please direct your questions to Audra Long, Corporation Nurse at 765-597-2764. You can also learn more about sudden cardiac arrest in youth at [ParentHeartWatch.org](http://ParentHeartWatch.org).

Turkey Run Elementary  
Tornado Stations

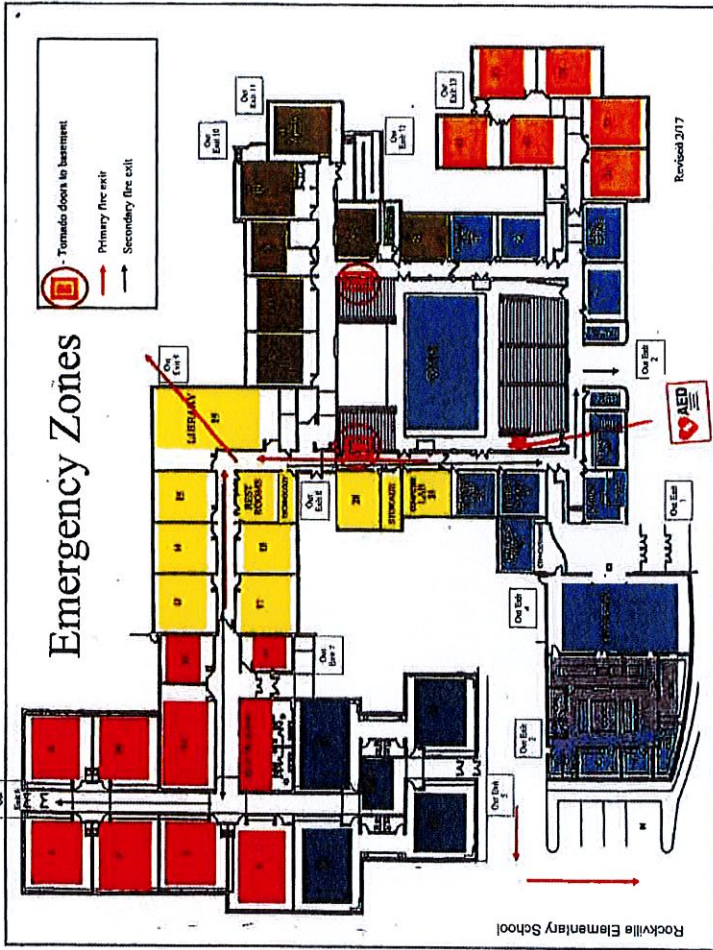
RED Designates Tornado Station



August 2019

Turkey Run Elementary

Emergency Zones

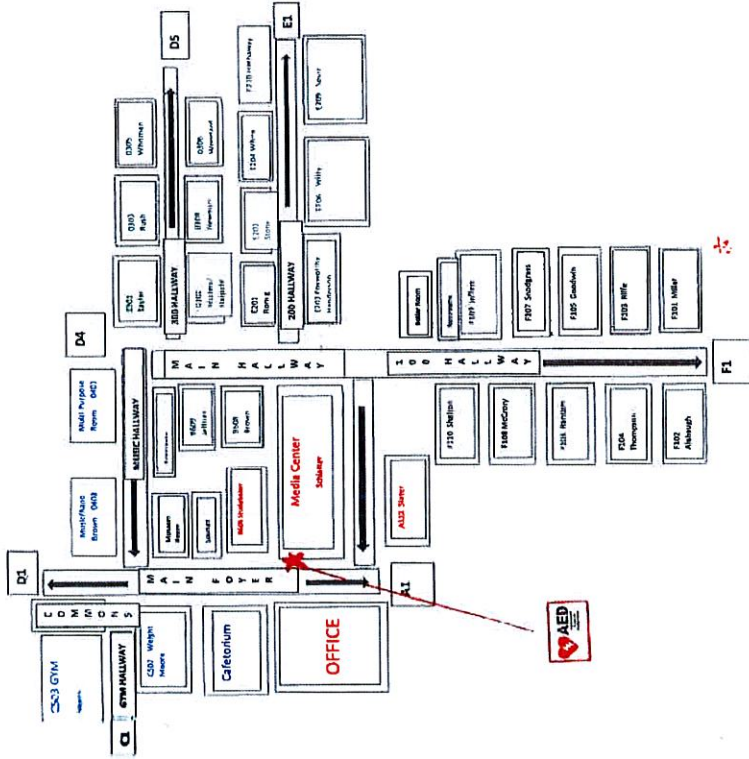


Rockville Elementary School

Revised 2/17

Rockville Elementary

2019 Parke Heritage High School Safety Zone Map

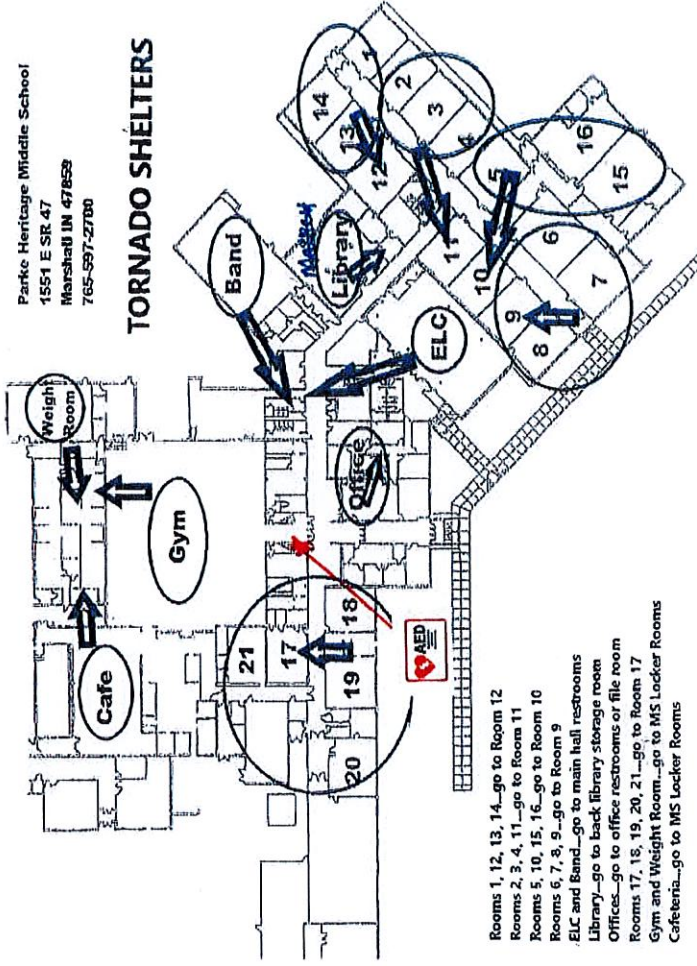


FIRE DRILL EVACUATION ROUTE

Parke Heritage High School

Parke Heritage Middle School  
 1551 E SR 47  
 Marshall IN 47858  
 765-597-2780

**TORNADO SHELTERS**



- Rooms 1, 12, 13, 14...go to Room 12
- Rooms 2, 3, 4, 11...go to Room 11
- Rooms 5, 10, 15, 16...go to Room 10
- Rooms 6, 7, 8, 9...go to Room 9
- ELC and Band...go to main hall restrooms
- Library...go to back library storage room
- Offices...go to office restrooms or file room
- Rooms 17, 18, 19, 20, 21...go to Room 17
- Gym and Weight Room...go to MS Locker Rooms
- Cafeteria...go to MS Locker Rooms

Parke Heritage Middle School