

Middlebury Community School Corporation

Administrative Guidelines

7510A - USE OF SCHOOL FACILITIES

Applications

Any organization or individual desiring to use Corporation facilities must contact the specific school or facility to receive information regarding the application process. The proper application form must be submitted to the building principal or designee.

- A. The principal or designee shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of School Board policy.
- B. The Superintendent will approve all requests, except those activities scheduled and approved through the Community Recreation Director, and send a photocopy of the request to the building administrator.
- C. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, supervisor, operator, etc.) whenever extra pay for school employees is required as a result of the use.
- D. The Corporation reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the principal or designee with or without due notice. All approvals are to be granted with this understanding. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
- E. In no case will those who have been granted usage assign, transfer, or sublet to others for the use of school property.

Ineligible Users

Groups or persons will not be granted use when the request is for activities that are in conflict or competition with Corporation programs or not authorized by Board policy.

Facilities Available for Community Use when not Required for School Programs

- A. auditorium
- B. cafeteria
- C. classrooms
- D. gymnasiums
- E. fieldhouse
- F. racquetball courts
- G. swimming pool
- H. athletic fields

Supervision of Rented Facilities

- A. Each group requesting the use of Corporation facilities must use the services of a Corporation custodian unless exempted by the building principal or designee.
- B. Each group requesting the use of a building kitchen must use Corporation food-service personnel unless exempted by the building principal or designee.
- C. Each group requesting the use of Corporation facilities must indicate an individual, satisfactory to the building principal or designee in charge of the building facility being rented, who will serve in a supervisory capacity during the use of the facility.
- D. If the supervisor, as designated above, is not satisfactory to the building principal or designee in charge then a supervisor will be appointed.
- E. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of Corporation facilities.
- F. The custodian on duty is directed to not open any facility until the supervisor for the sponsoring group is on duty.
- G. Each group requesting the use of the auditorium must use the services of Corporation approved personnel to operate lighting and sound systems.
- H. Each group requesting the use of the swimming pool must use the services of Corporation lifeguards.

Approved 5/07
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