FCS

FACILITY RENTAL PROCEDURES

FRANKLIN COMMUNITY SCHOOLS
Student-Centered • Innovative









317-346-8700

www.franklinschools.org

Franklin Community School Corporation

Purpose of Facility Rental Procedures

It is the purpose of Franklin Community Schools to ensure that our facilities are well managed and maintained while being used in ways that align with the mission and vision of our corporation. We strive to be good community partners while also ensuring that facility rentals do not infringe on the original and necessary purpose of the property or interfere with educational programs of the schools.

This process and the fees contained herein have been designed to make our facility as accessible as possible while also being able to cover our expenses for maintenance of the facilities. While we recognize that these costs may still be prohibitive to some users, this policy is our best effort to balance our values of accessibility and fairness while also being good stewards of our financial resources.

While the Board of School Trustees has always adopted an attitude of service, it must be recognized that service does cost money, and therefore budgetary obligations must be met. Financial restrictions and limitations dictate that the cost of facility usage by the community should not be at the expense of regular school funding nor programs.

This process is designed to ensure that our facilities remain well maintained and cared for while also allowing the school to upgrade facilities when possible. It is the expectation that any renter is responsible for the reasonable care of the facility and for the proper conduct of members of their group. It is also expected that any renter is covered by their own liability insurance, and will hold harmless the Franklin Community School Corporation.

This packet is a guideline to keep rentals consistent and fair throughout the corporation. Should you have any questions regarding these procedures, you can reach out to the Facility Manager from Franklin Community Schools at any time.

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Facility Rental Procedures

General Guidelines:

- Prospective renters must schedule events through the Facility Manager(s) for Franklin Community Schools.
- The facilities are available for rent within the hours of 7:00 AM to 9:00 PM. There are circumstances that allow for an overnight rental that can be approved by the Superintendent or Facility Manager.
- Commercial users renting facilities for major events must be booked at least 2 weeks in advance to allow for proper staffing of the event.
- ~~There will be a $200.00 charge for snow removal by school corporation vehicles~~. Added Snow Removal Guidelines page below.
- The building principal and head custodian will help determine the number of custodians or other staff that is required to run the facility during events.
- Rental of facilities for local, non-profit groups will be allowed, with approval from the Facilities Manager and Superintendent, to rent the facilities ~~at the district's direct cost, which is normally just the personnel charge~~ and will be charged a custodian(s) hourly rate.
- Summer camps directed, run, and operated by the school coaches need to be approved by the athletic director prior to advertising the camp. Generally, there will be no rental charge for these camps, except in special circumstances as recommended by the Facilities Manager and/or Athletic Director.
- Renters must provide proof of insurance naming Franklin Community School Corporation as additionally insured on their Certificate of Insurance.
- The Facilities Manager will determine if a rental requires a security deposit. The deposit will be 50% of the projected expenses, and will be non-refundable within 60 days of the rental.
- The Superintendent or Superintendent's designee reserves the right to waive or adjust any charges.

Franklin Community School Corporation

Rental Fee Schedule for Commercial Users

Extraordinary Fees:	
Special Services (parking, security)	$40 per person per hour
Custodial Staff	$40 per person per hour
Food Service Staff	$40 per person per hour
Parking Lot	$25 per parking lot per hour
Technology Fees:	
LCD Projector	$25 per projector
Computer Lab (without tech)	$50 per hour
Sound System (microphone/audio)	$35 per system
Recording Device	$35 per device
B/W Printing w/ Internet Access	$20 - up to 500 sheets
Technology Staff	$40 per person per hour
Elementary Schools:	
Food Service Kitchen	$50 per hour
Food Service Dining	$25 per hour
Stage	$30 per hour
Gym	$30 per hour
Classroom/LGI	$25 per hour
Library	$25 per hour
Dollen's One Room Schoolhouse	$100 per hour
Intermediate/Middle Schools:	
Food Service Kitchen	$75 per hour
Food Service Dining	$50 per hour
Gym	$75 per gym per hour
Classroom/LGI	$50 per hour
Choir/Band Room	$50 per hour
Library	$50 per hour
Tennis Courts	$25 per court per hour
Hunter Fieldhouse	$75 per hour
Football Field	$75 per hour
High School:	
Food Service Kitchen	$100 per hour
Food Service Dining	$75 per hour
Gym	$100 per hour
Fieldhouse	$100 per court per hour ~~$150~~ $300 per hour for all courts
Choir/Band Room	$75 per hour
Classroom/LGI	$75 per hour
Library	$100 per hour
Tennis Courts	$50 per court per hour
Football Field	$100 per hour(yard markers/chains/scoreboard/audio/lights extra)
Baseball Fields	~~$90~~ $125 per game for Var and ~~$70~~ $80 per game for JV
Softball Fields	~~$60~~ $100 per game for Var and ~~$50~~ $75 per game for JV
Soccer Field	$75 per hour

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FCS Snow Removal Pricing:

Lot and Sidewalk Application (2 staff members/1 truck/1 gator)

$300.00 per hour rate with 2 hour minimum/ $600 minimum charge
Bag Salt - $10.00 per 50lb bag (lots applied @ 300lbs per acre avg.)
Bulk Salt - $225.00 per ton (lots applied @ 300lbs per acre avg.)

Additional truck with operator - $175 per hour
Additional gator with operator - $125 per hour

Timing and snow amount will dictate additional equipment needs.

2 entrances with appropriate drives cleared per event.

One pass removal and salt application.

Occupied parking spots will not be cleared.

Lot Size Examples: FCHS Bus Lot = 2.25 acres
FCHS PAC S = 1.50 acres
FCHS Athletic = 2.30 acres
FCHS SW = 1.75 acres
FCHS Student = 2.75 acres
FCHS PAC N = 0.75 acres

FCMS S & SW = 4.50 acres

CBIS N & E = 1.50 acres

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Use of Athletic Facilities for Feeder/Outside Groups

Fee Schedules:

All school events will have priority over all other groups and events relative to scheduling facilities. Groups and teams identified as “Feeder Programs/Teams” will be allowed to use our facilities in the following order while utilizing the respective fee structure.

1. Officially approved Feeder Programs OR Feeder Team — $50 per player
2. ~~Feeder Teams composed of at least 50% Franklin students — $20 per hour~~
    a. Tier 2 will be eliminated
3. User groups with less than 50% Franklin students or no feeder status — ~~$40~~ $50 per hour
    a. This will be the new Tier 2

The identification of “Feeder Programs/Teams” shall be made by the High School Athletic Department. Feeder programs are those that have multiple teams and a governing body guiding the organization in conjunction with the varsity coaches. Feeder teams are individual teams that operate under the guidance of the varsity coaches. These teams must be authorized by the respective varsity coaches at Franklin Community High School. All teams not authorized by the Athletic Department/varsity coaches shall be placed into category 2 above and must pay the full cost of reserving space if it is deemed available.

The hourly rate will be applied to events hosted by any group listed above when an entry fee and/or spectator admission fee is charged as well as practices for their teams. The rate shall be applied to the number of hours required of custodial setup, tear down, and clean up.

It should be noted that each building administrator has the right to disapprove an event if they believe it is not in the best interest of the school or the students of our corporation.

Individual and/or Team Instruction
Outside instructors who have been authorized by the High School Varsity Coach to provide individual or team instruction on a fee based schedule, and wish to use our facilities, shall be placed into category 2 (~~$40~~ $50 per hour) and will be required to provide proof of insurance as well as a corporation background check.

Insurance Coverage and Background Checks
Franklin Community School Corporation requires proof of insurance of **all** users and events which are not sponsored by the corporation. An insurance certificate showing proof of insurance for a minimum of $1,000,000 per occurrence, and $2,000,000 aggregate, combined single-limit bodily injury and property damage liability, must be submitted to and approved by FCS before the facility may be used. Feeder teams should have insurance coverage through their affiliation with outside organizations (i.e. AAU, Indy Hoops, etc), but they will also be required to provide proof of coverage. Feeder team coaches and/or sponsors should possess an approved background check on file with the school corporation prior to utilizing our facilities.

Current Approved Feeder Programs/Teams by Sport:

Football: Franklin Youth Football League (FYFL)

Boys Volleyball: Franklin Volleyball Junior Cubs

Girls Volleyball: Franklin Flight

Boys Soccer: Soccer Central Academy/Boys and Girls Club

Girls Soccer: Soccer Central Academy/Boys and Girls Club

Tennis: Rusty Hughes - Franklin Tennis

Golf: Franklin Golf Club

Boys Basketball: Junior Cubs

Girls Basketball: Franklin Youth Girls Basketball League (FYGBL)

Wrestling: Franklin Wrestling Club

Swimming: Franklin Regional Swim Team (FRST)

Diving: Indiana International School of Diving (IISD)

Baseball: Franklin Youth Baseball (FYB)

Softball: Ken Sears, Lady Grizz

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Pool Rental Fee Structure

Facility: $100 per hour

- includes locker rooms, spectator area, competition pool and 1 meter diving boards(3 meter boards are not included)
- will be billed for water time plus ½ hour prior and ½ hour post

CHARGES FOR LABOR COSTS

School Personnel

Aquatics Director	$50 per hour
Pool Deck Supervisor	$28 per hour
Timing System Operator	$20 per hour
Computer Operator	$20 per hour
Diving Systems Operator	$20 per hour
Announcer	$20 per hour
Lifeguard	$15-$17 per hour
Custodian	$40 per hour
Security	$40 per hour

-Pool supervisor is used as a back-up to the Aquatics Director if the Aquatics Director is unavailable for the event. The Pool Deck Supervisor will serve as one lifeguard. Additional lifeguards are required when 20 or more swimmers are present.

OTHER FEES

Timing Equipment: $250 per half day (1-4 hours) or $500 per full day

- Includes Daktronics touchpad and back-up buttons for each lane, stop watches, wireless diving judge controllers, laptop with Meet Manager w/ Meet Mobile, and PA System
- Pricing is per system. If you are running 2 competition pools in which 2 timing systems are required then you will be billed for 2 systems.

Printing/Copying Heat Sheets: $25 per session

Franklin Community School Corporation

Use of School Facilities School Board Policy

Section Section G - Operations and Facilities
Title G375 - Community Use of School Facilities
Adopted September 9, 2024

G375 COMMUNITY USE OF SCHOOL FACILITIES

Statement of Policy
It is the policy of The Franklin Community School Board to construct, maintain, and operate facilities necessary for the instructional mission of the School Corporation. When these facilities can be made available for other community uses without compromising the instructional mission of the Corporation, the Board will make Corporation facilities available.

If a Corporation facility is used by a not-for-profit entity, the Board will charge a fee that is calculated to recover the added costs resulting from the use of the facility. If the facility is used by a for-profit entity for a profit-generating activity, the Board will charge a fee for use of its facilities based upon the charges for the use of similar facilities for similar activities, provided that the fee for use shall not be less than the added costs of the use to the Corporation.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the county Emergency Management Agency to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

Decisions concerning requests for the use of Corporation shall be the responsibility of the Business Office acting under the supervision of the Superintendent. Enforcement of this Policy shall be the responsibility of the administrator with responsibility for the activities in a specific Corporation facility. As used in this Policy, “administrator” means a Corporation supervisory employee with responsibility for the activities at a Corporation facility. The term includes the Superintendent, Assistant Superintendent(s), directors,
coordinators, building principals, assistant principals, and deans.

The use of Corporation grounds and facilities shall not be granted for:
a. Any purpose which is prohibited by law.
b. Any purpose that may be reasonably believed to interfere with school-related activities.

All Corporation Standards Applicable

All Corporation policies, rules, and regulations, including the Student Code of Conduct, apply to anyone attending an event on Corporation property. Any individual violating Corporation policies, rules, regulations, or Code of Conduct may be immediately excluded from Corporation property and appropriate authorities may be alerted (including but not limited to law enforcement and the administration of the school district attended by a violating student). No liability shall attach to this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

Playgrounds Considered A Community Physical Fitness Activity

Using the playground can be a great physical fitness activity for children.

The Corporation's owned and operated playgrounds are to be considered school property, equipment, and facilities to which the general public is invited to use during non-school hours. Thereby, pursuant to I.C. 34-31-10, the Board approves general and normal playground activity as a "community use physical fitness activity," and by enacting this Policy, the Board intends to take the liability protections offered in I.C. 34-31-10.

The general public shall not be charged any fee for use of the Corporation's owned and operated playgrounds.

On each playground covered by this Policy, the Superintendent shall see that a sign is posted in a conspicuous location stating the following, in letters at least one inch in height:

WARNING
Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical
fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity.

Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school.

Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

Administrative Guidelines and Procedures

The Business Office may designate another administrator to perform the tasks assigned to that position under this Policy. The Superintendent is authorized to adopt rules, forms and procedures to implement this Policy, including permitted and prohibited use of facilities and how to reserve facilities.

Legal References:
I.C. 20-26-5-1
I.C. 20-26-5-4
I.C. 34-31-10
I.C. 34-31-11.4
511 I.A.C. 6-2-1(b)(5)

Franklin Community School Corporation
Adopted: 9-9-24