

## Rental Guidelines

1. Applications for use of EVSC facilities should be received at least thirty (30) days in advance. Cancellations must be received twenty-four (24) hours in advance or the organization/person(s) using the facility may be held responsible for all charges associated with the usage.
2. A Facilities Rental Agreement is required for the use of school property by a non-school-related function. This agreement must be signed by the Chief Operating Officer and a representative of the organization using the facility and returned to the Office of Operations, 310 S.E. Eighth Street, Evansville, IN 47713, not less than seven (7) days prior to the event. The Superintendent of Schools or his/her designee reserves the right to reject an agreement for the use of school facilities and/or equipment.
3. The agreement holder agrees to save and hold harmless the Evansville Vanderburgh School Corporation and agrees to assume responsibility for all liabilities arising incident to school facility use. The person or organization must provide proof of insurance (Certificate of Liability) listing the Evansville Vanderburgh School Corporation as an additional insured. The amount of coverage must be a minimum limit of \$1,000,000 combined single limit bodily injury/property damage.
4. Rehearsals for programs are prohibited during school hours. Exceptions may be permitted with building principal/administrator approval.
5. All activities or programs must meet school standards for clean, wholesome content and shall be in strict accordance with the building rules of the Evansville Vanderburgh School Corporation. No activity or program shall violate the laws of the State of Indiana or of the United States. The principal or his/her designated representative on duty shall be in full authority. Smoking, gambling, and use of intoxicants within the premises of the building are strictly prohibited.
6. The use of school equipment is permitted only through special requests and approval, and only when operated by a school employee.
7. The use of special equipment, such as stage lighting, scenery, curtains, projectors, public address systems, folding goals, bleachers, etc., shall be permitted only when operated by school employees or other persons authorized by the Board of School Trustees or its representatives.
8. All rental agreements are subject to cancellation with or without due notice for violation of the terms of the original agreement as determined by the Superintendent of Schools, designee, and/or Board of School Trustees.
9. The use of any EVSC building will be strictly confined to areas designated or included in the agreement. The applicant and his/her organization will be responsible for the compliance of these rules by all persons participating in or pertaining to the activity/program. If misconduct or non-compliance to the rules is suspected, the representative of the school corporation on duty shall have immediate authority to stop the activity/program. Failure to comply with the rules and regulations will be sufficient reason to cancel future use of EVSC facilities.
10. No furniture or equipment (e.g., pianos, stage equipment, audio-visual equipment, tables or chairs) shall be used or moved without express approval in the agreement or consent of the school principal.
11. The school corporation and its employees shall not be responsible for damage to or loss of property upon school premises sustained by applicant, participant, or patron of any activity/program held on school property.
12. No signs, displays, or materials may be attached to any wall, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc., without expressed approval in the agreement or consent of the school principal. In the event permission is given to display such material, all material shall be dismantled and removed from the premises following use of the building.
13. It shall be necessary for some organizations to have police, firemen, and/or parking lot attendants. A determination for this requirement shall be made by EVSC personnel. If required, the lessee shall

procure the police, fireman, and/or parking lot attendants and submit their names and credentials to the Chief Operating Officer for approval.

14. The right of all concessions and sales of refreshments, sale of programs, pictures, etc., must be approved by the principal of the school.
15. Cafeteria kitchen equipment may only be used by other school organizations after approval has been obtained from the Director of Food Services. When the cafeteria kitchen is being used, at least one cafeteria employee, selected by the cafeteria manager, is to be on duty. The size and nature of the event will determine the number of cafeteria employees required. The organization using the facility will be billed for the wages of said employee(s). Any exception to the requirements listed above related to the use of the kitchen will be with the joint approval of the Director of Food Services and the principal.
16. No cafeteria kitchen equipment is to be taken from the cafeteria or used by other school corporations without the permission of the Director of Food Services. Due to Board of Health regulations, limited refrigeration and freezer space, and the daily work schedule of the Food Service staff, the cafeteria manager may not be able to accommodate special functions by storing refreshments.
17. All rental of school facilities must stipulate that custodial or school employee services be provided by the school corporation and must be paid by the lessee. Custodial services will be charged by the hour with a two-hour minimum.
18. A school facility cannot be used if there is any probability of damage to the school facility by such use.
19. School facilities cannot be available free of cost to any non-school organization of the Evansville Vanderburgh School Corporation unless special permission is granted by the Superintendent or his/her designee.
20. The lessee must pay the rental, custodial, and other charges associated with the rental agreement. Payment for charges listed on the agreement shall be included upon returning the signed agreement to the Office of Operations. Charges not listed on the agreement will be invoiced as soon as all information pertaining to those charges is received in the Office of Operations. After invoicing, payment must be received in the Business Office, as instructed in the invoice, no later than thirty (30) days of receipt of the invoice.
21. If a request is received to use an EVSC property not covered by this policy, the following procedure will be utilized. An application for use must be submitted to the Chief Operating Officer ninety (90) days prior to the requested date of use. The Chief Operating Officer will review the request and forward a recommendation to the Superintendent of Schools or his/her designee. If approved by the Superintendent or his/her designee, and if the facility is available, a rental agreement will be sent to the applicant. The rental rates will be determined by the Superintendent or his designee.
22. School facilities may be used for church purposes by church congregations, provided that the congregation shall be headed by a person devoting full time to his religious duties and shall consist primarily of Vanderburgh County residents desiring to build or remodel their church in Vanderburgh County, and provided, also, that the congregation shall submit and file with the Office of Operations a contract with a responsible, bonded general contractor for the construction or remodeling of their church to be completed within a six (6)-month period from the date of such filing. Two (2) hours minimum custodian fees will be due at the time the agreement is signed. All time over the minimum two (2) hours will be billed and payable within thirty (30) days after use.
23. Buildings may be rented only to organizations within the Evansville Vanderburgh School Corporation district. These organizations are to have recognized standing and financial responsibility.
24. Any right or privilege granted to an organization shall not be transferred to any other organization or individual.

25. No privilege of using facilities shall be granted for a period exceeding one (1) year.
26. School facilities shall not be available for:
  1. Social functions, e.g., fund raising, wedding receptions, dances, parties, rock festivals, other than school functions or programs;
  2. Groups participating in games of chance, lotteries, or gambling;
  3. Groups assembling to criticize or express opposition to the form of/or officials of the government of the United States or the State of Indiana or to express opposition to any race or religious faith;
  4. Groups whose activities would subject the facility to extraordinary stress or increase the hazard of fire;
  5. Groups without a responsible adult of at least twenty-one (21) years of age or individuals without a sponsoring organization;
  6. Personal or individual use or gain.
27. Rental fees, other charges, and special rules and regulations are as follows: If per-hour charges are indicated, the hourly rates will be those most recently approved by the Superintendent or his/her Designee.