

OFFICIAL BULLETIN #42

Fort Wayne Community Schools

TO: All Unit Heads

FROM: Kathy Friend, Chief Financial Officer
Stephen Parker, Director of Facilities

SUBJECT: Facility Use Guidelines

DATE: February 26, 2008

This bulletin will outline the new Facility Use Guidelines for groups or individuals applying to use Fort Wayne Community Schools owned buildings and grounds. These guidelines have been developed using input from school units and the Business Division. The new guidelines address the fees and requirements when a group or individual wishes to utilize FWCS owned building and grounds. These new rates and requirements become effective immediately for any facility use application not currently approved by Maintenance and Operations. The new guidelines clarify use by FWCS employees, FWCS partners, and what activities are not allowed to take place in our district buildings.

The current process of groups or individuals applying at schools will remain in effect. The schools confirm the date and then pass the application on to Maintenance & Operations (M&O). Schools may not set fees or other cost for use of district owned facilities. M&O will review the application and set the appropriate fees including custodial overtime.

These new facility use guidelines should be shared with any staff who might receive or process a facility use application.

FWCS FACILITY USE GUIDELINES

	Not-for-profit FWCS Partner	Other
Pay facility fee?	Generally no, see fee schedule	Yes
Minimum fee/time used?	N/A	1 hour, 1 hour increments
Application?	Yes, to school	Yes, to school
Facility Use Fee No school participation	N/A	All General Fund
Facility Use Fee Split School participates actively in function, fundraiser	N/A	90% school General Fund 10% FWCS General Fund
Other Fees (custodial, supplies, etc.)	All General Fund	All General Fund
FWCS custodian required? (must be on FWCS payroll)	Yes	Yes
Pay for custodial during regular hours?	No	No, included in fee.
Pay custodial overtime?	Yes	Yes
User can charge entry fee?	Yes	Yes
Examples of users	See schedule	Business Private clubs Private lessons Private individual Private colleges Political Religious Churches (limited to 6 month contract) Non-FWCS schools

FWCS FACILITY USE GUIDELINES

Additional Information

FWCS Partner: Generally school partners may use the partner school facility at no charge except for custodial expenses. School partners must be approved by a school and the facilities department. One of the following questions must be answered affirmatively to be approved.

1. Are FWCS students benefiting from use of the facility and pay no fee (except for uniforms) to participate?
2. Is group from a neighbor facility that provides access to school when needed?
3. Do students of school participate in annual event of the group that occurs at the school and the group just receives facility use for that event?
4. Is the facility use for an annual fundraiser or awareness event for a not-for-profit that supports FWCS students?
5. Does the group continuously provide special assistance to a school's students or administrators?

FWCS Employees: FWCS employees do not receive special treatment in the use of our buildings. An employee that is involved in a group for non-FWCS business that wishes to use our facilities must follow the same guidelines as all other groups.

Employees utilizing school classrooms for music or other lessons for a fee must make an application for facility use.

A school employee may use own gym & weight room for personal casual use if approved by athletic director or principal.

Not Allowed:

- Social functions outside the school program – special permission from principal and facilities required
- Wedding receptions
- Groups participating in games of chance
- 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
- Groups whose activities would subject the facility to extraordinary stress or increase the hazard of fire
- Groups without a responsible adult of at least 21 years of age
- Alcohol or smoking is not allowed on FWCS premises

Grile Administrative Building: Grile is not available for external groups.

Audio/Visual Operator: If available, the school may provide audio/visual equipment to the lessee. The school will determine if an operator is required. The school will arrange for an FWCS approved audio/visual operator. The outside group contracts directly with the operator and pays them separately.

School Tours: School tours must be supervised at all times by a school employee. The employee could be a custodian, teacher or administrator. Tours should be scheduled when a custodian is likely already on duty. In high schools, weekends tours should be encouraged on Saturday morning when a custodian is usually on duty. Although there is no fee, a facility use contract should be completed prior to the tour.

Kitchens: Food may not be prepared in kitchens except by or under the supervision of Nutrition Service employees of FWCS. **MUST HAVE AN APPROVED BOARD OF HEALTH FORM** to carry in food. This via Candice Hager.

Sports Camps and Clubs:

No fee if:

- Exclusively for FWCS students from home school & feeder schools, may also be open to community and
- Fees and expenses run through extracurricular account (fundraiser for school)

Fee applicable if:

- Exclusively for FWCS students from home school & feeder schools, may also be open to community but
- Fees and expenses run through outside organization
- Private club or team

School Participation: A school may receive 90% of the facility use fee if the school is actively involved in the function or fundraiser. An example of involvement could be using school volunteers to staff an event. School participation details should be attached to the application for facility use.

The fee received by the school shall be deposited in the Principal's General Fund materials and supply account to be used at the Principal's discretion to benefit students of the school. The Principal must follow the fund spending guidelines.

Security: The school will determine if security is required. The school will arrange for security with FWCS approved security guards. The outside group contracts directly with the security guard and pays them separately.

Test Site: There is no charge when tests are being given to students. When a site is used to test adults, a facility use charge applies.

Weekend Use: Use of facilities on the weekend is dependent on availability of the building custodians. A custodian must be on duty and there will be a charge including overtime if applicable.

NOTE: FWCS reserves the right to refuse facility rental to any group or individual.

FWCS FACILITY FEE SCHEDULE

All rates are stated on hourly basis, unless stated.

Charges based on one hour increments only.

	Not-for-profit Partner	Other	Current
Auditorium	No charge	\$120	\$80, \$130
Audio/Visual Operator	\$15	\$15	same
Bleachers	Not available	Not available	Labor for move & set-up
Cafeteria-elementary	No charge	\$20	\$10, \$17
Cafeteria-middle & int.		\$30	\$12, \$25
Cafeteria-high school		\$50	\$27, \$53
Classroom	No charge	\$20	\$6, \$10
Computer Lab	Not available	Not available	Not available
Custodian	No charge if during custodian regular hours, otherwise \$26	No charge if during custodian regular hours, otherwise \$26	same
Custodial Supplies	\$25 per day if attendance over 100	\$25 per day if attendance over 100	none
Gym-Fairfield, Harrison Hill, Weisser	No charge	\$40	\$16, \$32
Gym-elementary, other		\$20	\$12, \$25
Gym-middle & int.		\$40	\$16, \$32
Gym-high school		\$60	\$48, \$95
Media Center	No charge	\$50	Not available
Outdoor Fields - High School (football stadium, baseball, soccer)	Special permission required	Normally not available, special contracts may be arranged	Not available
Outdoor fields (football, soccer, baseball) Elementary Middle	No charge	No charge (long-term use will be subject to fee)	\$4, \$8 \$6, \$11
Parking Lot	Special permission required	Special permission required	\$14, \$27
Planetarium	Special permission required	Special permission required	Not available
Security Guard	Board approved rate	Board approved rate	Board approved rate

	Not-for-profit Partner	Other	Current
Supervision of building	No charge	No, included in fee if provided.	
Swimming Pools	Natorium approved rates	Natorium approved rates	Natorium approved rates
Tennis Court (each)	Special permission required	Special permission required	\$6, \$11
Track Middle High	No charge Special permission required	No charge Not available	\$14, \$27 \$14, \$27