

All organizations using school facilities agree to abide by the following PTSC facility rules and regulations:

Scheduling:

1. A completed building use request must be submitted, through the Porter Township Corporation's scheduling database, at a minimum, fourteen (14) school days prior to the date of the requested use. Failure to do so may result in the request being denied.
2. Groups requesting the use of school facilities should realize that each individual school program has changing scheduling needs. The time and nature of such use shall not interfere with the scheduled school activities. Regular school and related functions shall be given priority in the use of school facilities.
3. Requested use during summer vacation, holidays, or other vacation periods shall not conflict with building maintenance or cleaning.
4. Building use will be dependent on the availability of staff for supervision. If a properly qualified employee(s) cannot be scheduled for the activity, it will be necessary to cancel or reschedule the building use.
5. The scheduling calendar will be available for requests, for Class 2 organizations, three (3) months in advance.
6. Notice of scheduling changes and/or cancellations, need to be made at least twenty-four (24) hours in advance to the facilities director. Failure to meet this deadline will result in fees still assessed.
7. During the summer, facilities request must be within the Porter Township Corporation hours of operation.
(6:00AM-6:00PM Monday-Thursday and closed during IHSA Moratorium Week)

General Conditions:

1. Groups charging admission, dues, or fees will be required to provide proof of non-profit status and insurance at the time of each application.
2. Fees for supervision or custodians will include the hours between when the custodian opens the doors until the time the doors are secured at the end of the function. Hours necessary for clean-up are included in the custodian's time. The custodian fees shall be added to the rental fee and paid

to the PTSC. The PTSC shall pay the custodian. A custodian must be present for the duration of the event.

3. Each group using school facilities shall have a sponsor or responsible adult who shall be in attendance while the group is using the facility. S/He shall take responsibility for seeing that rules and regulations are followed.
4. Groups sponsor shall also be responsible for checking out appropriate keys, if necessary, and shall personally be responsible for opening and locking all doors properly. Sponsor must return the appropriate keys to the Facilities Director by the next day.
5. The custodian or supervisor on duty is not to open any school facilities until the listed supervisor for the sponsoring organization is on the premises, and may only open facilities officially requested.
6. The organization's sponsor or responsible adult must give written notice to the school of any accident resulting in bodily injury or damage to property of the school or others occurring on school premises or in any way connected with the use of the school premises within twenty-four (24) hours of the incident. The notice must include details of the time, place, and circumstances of the names and addresses of any person(s) witnessing the accident.
7. The conduct of participants and/or spectators shall be the direct responsibility of the organization.
8. All functions shall conclude in such a time that the building is vacated by 10:00PM, unless prior approval is granted by the Superintendent.
9. No special or extra school-owned equipment is included in the facility rental fee. If such equipment is desired, special arrangements must be made.
10. Summer facility requests may request air conditioning for an additional hourly rate of \$50.00.
11. When attendance or other conditions require the use of police, fireman, or parking attendant, the renter shall assume full responsibility for the arrangements and wages for their services.
12. The Corporation will not be responsible for any loss of valuables or personal property.
13. The Corporation reserves the right to request payment of estimated fees in advance.

14. Invoices will be sent to sponsor's address and must be paid, in full, by the due date. Failure to do so may result in future requests being denied.

15. For outdoor facility requests, custodial/supervisor fees are not required, unless the request is for a contest(s) to be played, in which an official(s), compensated and assigned by the sponsoring organization, is used.

16. For outdoor facility requests, sponsoring organization is responsible for portable restroom services during the facility being used out-of-season time period.

17. For outdoor facility requests, any sponsoring organization requesting additional field maintenance needs, for instance field paint lining, if available, during the facility's out-of-season will result in additional fees.

General Rules:

1. Organizations shall not be permitted to remove or displace furniture or equipment without permission and/or supervision of the principal. If given permission, furniture removed is the responsibility of the organization to return it to its original location.

2. No access to rooms other than those designated on the agreement shall be permitted.

3. Proper gym shoes must be worn for all activities held in a gymnasium. No products are to be applied to any floor for special purposes.

4. Proper equipment must be used in each facility. An example of would be using indoor baseball and softballs in the gymnasiums.

5. No drinks or food shall be permitted in areas other than the cafeteria and gymnasium. Special note should be taken to keep these items in their designated areas.

6. Smoking is prohibited on all Porter Township School Corporation property and buildings.

7. Alcoholic beverages and illegal drug use shall not be permitted on Porter Township School Corporation property at any time. Violators will be prosecuted.

8. Gambling of any kind is prohibited.

9. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators

must never stand or sit so they block exits, stairways, or aisles.

10. Skateboards and other like equipment which constitute a safety hazard to students will not be allowed on Corporation premises at any time.

11. All state and local fire safety laws and regulations shall be observed. No signs, displays, or other materials may be attached to the walls, window glass, wood trims, draperies, blinds, grounds, drives, etc., without written approval on the permit and consent of the building principal. All materials shall be removed from the building immediately at the completion of the event. If granted permission, decorations must be fireproof and are to be erected and taken down in a manner not destructive to Corporation property. Groups failing to return the school facilities to the proper condition will be charged a custodial fee and given written documentation to the Superintendent on using the facilities in the future.

12. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

13. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they are related directly to the activity for which the school facility is being used.

Damage to Property:

1. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damages associated with their use of the facility or equipment. The sponsoring organization shall be fully responsible during the time of occupancy for damage to the property, loss of school property and property belonging to students or employees. In all cases where the building principal and/or maintenance/custodial staff finds damage to the facility has occurred, they will contact the Superintendent with a recommendation regarding future use by the sponsoring organizations and/or restitution for damages.

2. All use permits issued are subject to cancellation with or without due notice for any reason school officials may deem in the best interest of the School Corporation and/or community.

Liability:

We have read, fully understand and agree to abide by the rules, regulations, and restrictions governing the use of these facilities. We agree to be responsible for any damage to school property due to such occupancy and for the strict observance of the rules and regulations of the Porter Township Board of School Trustees relative to the use of such facilities. The sponsoring organization agrees to save and hold harmless the Porter Township School Corporation and agrees to assume responsibility for all liabilities arising incident to the use of school buildings or grounds. The sponsoring organization shall furnish the School Corporation a certificate of insurance showing that the organization has insurance covering the scheduled activity. The amount of insurance shall not be less than 1,000,000 in general liability insurance indicating Porter Township School Corporation as the certificate holder.

Signature_____

Date_____

Facility Rental Classifications

Class 1: Porter Township School Corporation Groups

This classification includes school-sponsored activities, school-related organizations, and groups composed of school corporation personnel. These groups provide co-curricular or extracurricular programs that are educational, recreational, or cultural in nature. Class 1 groups will receive first priority for access to available space and facilities.

Fees for Class 1 Groups:

- No charge for occasional use during regular operational hours or while custodial staff is already on duty.
- Custodial fees may apply for use outside of regular hours (evenings and weekends).

Class 2: Community-Based Non-Profit, Educational, Governmental, or Religious Youth Organizations

This classification includes organizations that serve the Porter Township community and focus on education, youth development, civic engagement, culture, or recreation. Examples include (but are not limited to):

- Local youth sports leagues (operated as non-profits)
- Scouting organizations
- Churches or religious youth groups
- Community-based non-profit groups

These organizations must support the betterment of the Porter Township community and serve youth as their primary mission. Class 2 activities held on school days must conclude by 10:00 PM.

Fees for Class 2 Groups:

- During operational hours, custodial fees may apply, depending on the nature and extent of the use.
- Events held after hours or on weekends will include facility rental charges and custodial fees.
- Special fee arrangements may be considered for activities that align with ongoing or planned school corporation projects.

Facility Rental Fees per Hour

Boone Grove High School

	Hourly	
	Class 1	Class 2
Practice Fields	\$0.00	\$50.00
Library	\$0.00	\$50.00
Café	\$0.00	\$50.00
Classroom*	\$0.00	\$25.00

Boone Grove Middle/Elementary School

	Hourly	
	Class 1	Class 2
BGMS Gym	\$0.00	\$75.00
BGE Gym	\$0.00	\$75.00
Softball Field	\$0.00	\$50.00
Track/Field	\$0.00	\$50.00
Library	\$0.00	\$50.00
Café/Stage	\$0.00	\$50.00
Classroom*	\$0.00	\$25.00

Porter Lakes Elementary School

	Hourly	
	Class 1	Class 2
Gym	\$0.00	\$75.00
Library	\$0.00	\$50.00
Café	\$0.00	\$50.00
Classroom*	\$0.00	\$25.00

Custodial Fee \$45/hour

* if available