

**BLACKFORD COUNTY SCHOOL CORPORATION  
RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES**

1. User group must submit a Certificate of Liability Insurance showing proper coverage (\$1,000,000 general liability with combined single-limit or bodily injury and property damage). In addition, this certificate shall name the Blackford County School Corporation (BCSC) as an “additional named insured”, without obligation for payment of premium payments. The applicant agrees that at all times the school facilities remain under the control of the agents of the governing board of the BCSC.
2. Any permit for the use of the school facilities may be revoked without prior notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed.
3. In no case will those who have been granted permission to use the facilities assign, transfer, sublet, or charge a fee to others for the use of school property.
4. The applicant shall provide full prepayment prior to scheduled facility use. Prepayment will include total facility use fees as estimated by the BCSC. Final approval is not granted until full prepayment is received. As you are reserving the building for a specific amount of time, no refunds will be given if you cancel with less than 24 hours’ notice or you are in the building for less than the original requested amount of time.
5. The user group agrees they will be financially responsible for any damages or losses sustained to the school building, furniture, equipment or grounds, accruing through the occupancy or use of said facilities by the user group, including property of students and employees.
6. Applicant agrees to maintain use of facilities and restore them to the condition prior to the event.
7. Alcoholic beverages, controlled substances, and use of tobacco products are prohibited on Corporation property at any time.
8. Use during summer vacation, holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
9. A school custodian or assigned school representative will be on duty whenever a facility is being rented or used. In addition, food service personnel will be required when kitchen facilities are requested.
10. Corridors, exits, and stairways must be free of obstruction at all time. Members of the audience or spectators must never stand or sit so as to block exits, stairways, or aisles.
11. Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group. Any infraction of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.

**FACILITIES RENTAL FEE SCHEDULE (Effective July 1, 2013)**

Facility	Group A	Group B	Group C
BHS Gymnasium	No Charge	No Charge	No Charge
BHS Swimming Pool	No Charge	No Charge	\$200.00
BHS Football, Softball, Baseball Fields & Related Outdoor Areas	No Charge	No Charge	Facility Not Avail.
BHS Auxiliary Gymnasium	No Charge	No Charge	\$200.00
All Other School Gymnasiums	No Charge	No Charge	\$75.00
Any School Multipurpose Room	No Charge	No Charge	\$75.00
Any School Kitchen	No Charge	No Charge	\$100.00
Any School Cafeteria (W/O use of Kitchen)	No Charge	No Charge	\$50.00
Montpelier Football Field	No Charge	No Charge	\$50.00
Custodial Fees	*	*	*
Cafeteria Staff Fees	**	**	**

All fees listed will cover the facility for up to three (3) hours. Fees for additional hours are on half the listed fees for each added hour.

**\*If the event is on a weekend or non-school day, custodial fees will apply. Custodial Staff - \$31.50 per hour.**

**\*\*One cafeteria staff person must be on duty and paid by the renting organization any time a kitchen is rented. Cafeteria Staff-\$31.50 per hour.**

**BLACKFORD COUNTY SCHOOL CORPORATION  
GROUPS DEFINITIONS FOR FACILITIES USE**

**GROUP 1**

**District Educational Use – School and school-related organizations**

**EXAMPLES to include but not limited to:**

- School clubs
- Staff groups
- Parent-teacher organizations
- District educational use
- Booster clubs

**GROUP B**

**Organizations that function for the general welfare of the community and are not raising funds through the use of Corporation property**

**EXAMPLES to include but not be limited to:**

- **Non-profit community youth and adult groups**
  - Boy Scouts
  - Girl Scouts
  - 4-H
  - YMCA
- **Local Youth and adult recreational groups**
- **Local Government**
  - County Clerk
  - Department of Child Services
  - Police
  - County Clerk
- **Community service groups and organizations**
  - American Cancer Society
  - Regional blood drives
  - Arts Council
  - Kiwanis
  - WOW
  - Local Sororities
  - Religious organizations

**GROUP C**

**Organizations that function for their own benefit and/or raise funds through the use of Corporation property**

**EXAMPLES to include but not limited to:**

- **Businesses and business organizations**
- **Business recreation leagues**
- **For-profit organizations**
- **Political parties**
- **Community service groups and organizations raising funds**
- **Religious organizations**
- **Arts Council**
- **Local youth and adult recreational groups raising funds**