

Arsenal Tech High School

2018-2019 Athletic Facility Rental Guide



**Don Newberry
Athletic Director
Arsenal Tech High School
1500 East Michigan Street
Indianapolis IN, 46201-3098**

**Office: 317-693-5364
newberryd@myips.org**

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FOREWORD

The rental program of the Indianapolis Public Schools Athletic Facilities is provided as a community service. The intent of Indianapolis Public Schools is to make facilities available to the public when such use does not conflict with the instructional or school related activities of the schools.

The program must be operated within a framework of economically sound business principles. The fee schedule, as contained in this guide, has been established to cover the costs of operations and maintenance so that no funds are taken away from the educational program to subsidize the rental program.

The procedure and guidelines contained herein have been established to administer the rental program for the benefit of all. Your responsibility as a member of the community is to respect and protect the facilities, and to enjoy them as taxpayers and citizens of this community.

PROCEDURES FOR OBTAINING A RENTAL PERMIT

1. Rental information and blank Applications for Facility Permit forms should be picked up from the Athletic Office.
2. The completed contract and a signed Hold Harmless document must be returned to the Athletic Office at least two weeks prior to the rental date.
3. The Athletic Director may sign the contract and forward the Application for Facility Permit to the Business Office or keep on file in the Athletic Office.

ARSENAL HIGH SCHOOL ATHLETIC DEPARTMENT FACILITY RENTAL PROGRAM

PLEASE READ CAREFULLY

We encourage all potential renters of school athletic facilities to read this booklet carefully to become familiar with the rules and regulations governing the rental of facilities. Misunderstandings about procedures and questions about unexpected fees might be eliminated with the reading of the booklet.

PERMIT RESPONSIBILITY

The group or organization using the athletic facilities shall hold harmless the members of the Indianapolis Public Schools Board of Education and all school employees from any loss and or damage over and above ordinary wear, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities. A hold harmless clause is a part of the signed contract, which must be in place before any event occurs.

The person affixing his or her signature on the contract as the responsible representative of the renting group or organization assumes these risks and liabilities in the name of the group or organization.

The signer assumes that he or she has read and understands all procedures and rules contained in this rental guide, and assumes all responsibility for their enforcement.

The renting organization, through their signer, guarantees the payment of all fees as listed on the contract and/or contained in this booklet to the Arsenal Tech High School.

USE OF FACILITIES

As a community service, Arsenal Tech High School offers certain athletic facilities within the various schools to be utilized by the residents of the Indianapolis Public School District, community groups, and local organizations.

PRIORITY

The requirements of the regular school program shall receive primary consideration in the use of the athletic facilities. School-related organizations such as athletic teams, band, Coeds, orchestra, cheerleaders, PTA, PTO, Booster groups, etc., shall have priority over non-school related organizations. Non-school related organizations include, but are not limited to: established organizations (e.g., Scouting groups, church groups not having their own facilities, and charity groups), and outside groups or organizations not sponsored by school district residents, municipalities within the school district, or Board of Education.

School athletic facilities are not for rent to groups or organizations whose main purpose is to make a profit, or for individuals or private businesses conducting programs for profit except for employee in-service, training, or recreation.

FINANCIAL CHARGES FOR USE OF FACILITIES

Arsenal Tech High School's intent is that athletic facilities should be available for community activities at a nominal fee. However, that fee must cover the costs of salaries and overhead. General fund monies are used to provide a quality education for the students of the school district should not be used to subsidize the rental of school facilities.

The Indianapolis Public Schools Board of Education has established a fee schedule for the use of School Athletic Facilities. Fees for the use of School Facilities shall be in accordance with this fee schedule or as determined by the Athletic Director.

Arsenal Tech reserves the right to request payment of estimated fees in advance. In all other cases, final payment will be made to the Athletic Office within ten (10) business days after the invoice date.

Notice of cancellation must be received by the Athletic Office five (5) calendar days prior to the rental. A processing fee of twenty percent (20%), plus any costs incurred, will be assessed for a late notice.

In the event that payment for fees, rentals, seminars, etc., is made by check and said check is returned for insufficient funds, closed account, or other similarly related circumstance by the respective financial institution, the Athletic Department will make every reasonable effort to obtain indemnification.

Periodically, the Athletic Director shall evaluate fees for the use of the athletic facilities, and a fee schedule shall be subsequently recommended to the Board of Education. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, security, groundskeeper, event workers, etc.) when extra pay for school employees is required as a result of the use.

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

The fee structure will be made available as a part of the rental application available in the Athletic Office. The Athletic Director shall have the authority to waive or reduce any fee for any community, city, or school-sponsored group or organization if there are appropriate circumstances, which warrant such consideration.

BUILDING RESPONSIBILITY

The school building contact is the Athletic Director or his or her designee until 6:00 p.m., or until he or she leaves the premises. After 6:00 p.m., the school custodian is the contact for the building. Although the custodian is a public employee and is there to assist and give direction, the custodian is normally assigned to regular housekeeping duties, especially on weekdays. The custodian cannot be expected to service organizations that rent facilities apart from any agreed upon setups.

SAFETY AND LIABILITY

School personnel may require the renting organization to provide parking supervision, fire and police supervision and liability insurance if the district determines the activity or crowd warrants it.

Where insurance is required for facility rentals, the renting organization must provide a public liability policy of not less than \$1,000,000 single limit liability. A certificate of insurance is to be issued to the Indianapolis Public Schools Board of Education with the Board named as an additional insured. The certificate of insurance must provide for a 10-day cancellation to the Board.

PUBLIC CONDUCT ON DISTRICT PROPERTY

Members of the public are welcome and encouraged to visit school grounds and facilities. However, in order to ensure a safe, orderly environment, all persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a volunteer, teacher, instructor, athletic official, other employees of the schools or students, including but not limited to any person engaged in the conduct of school-sponsored business or activities.

No person will disrupt, interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the police will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal.

SPECIAL SERVICES

Groups requesting custodial, security, grounds keeping or other event personnel services may be charged at the prevailing hourly rate for school personnel.

EQUIPMENT USAGE

Groups requesting the use of technical equipment such as scoreboard or p.a. system must have a trained school technician operating the equipment.

School owned audio-visual equipment may not be used by groups renting facilities unless such equipment is specified in the contract and a qualified person is used to operate the equipment.

RENTAL TIME

The rental rate begins when the building is opened for the renting group as specified in the contract. The fee shall end when all attendees have left the building at the end of the event. No rental will be allowed after 10:00 p.m. without special permission from the Principal/Athletic Office. It is important to state accurately the desired rental time and any additional services in the contract request to avoid unnecessary misunderstandings.

GYMNASIUMS

School gymnasiums are rented for large group programs, sport practices and athletic events. The Athletic Director/Principal or his or her designee (high school and middle school gyms) and building principal must approve the use of the gym. A request to use the p.a. system or scoreboard must be noted on the rental application. If permission is granted to use the p.a. system and/or scoreboard, a Arsenal Tech employed technician may be hired to operate the equipment. The renter is responsible for paying for this additional labor cost.

HIGH SCHOOL STADIUMS

The rental of any high school stadium or outside athletic facility must be scheduled through the Athletic Office. The Athletic Director/Principal or his/her official designee must approve the use of these facilities. Stadium rental fees include the use of lavatory facilities and the press box. Concessions are not included as part of the stadium rental.

A request to use the p.a. system or scoreboard must be noted on the rental application. If permission is granted to use the p.a. system and/or scoreboard, a Indianapolis Board of Education employed technician may be hired to operate the equipment. The renter is responsible for paying for this additional labor cost.

RENTAL GROUP CATEGORIES

The fee schedule is structured on the basis of five separate groupings.

GROUP I

Definition: a non-profit community group whose activities are student related.

Examples: PTA/PTO Groups, School Booster Groups, Inter-school Clubs, Scouts, Indian Guides, etc.

GROUP II

Definition: a non-profit community group whose benefits go to charity, community projects, or schools.

Examples: Civic Association, Twig, Service Clubs, Municipal Groups and Senior Citizen Groups.

GROUP III

Definition: a community group within the boundary of Indianapolis Public School District whose benefits go to the organization or individuals.

Examples: Religious, Civic Band/Symphony, Local Group/Business Recreation, Vocal Groups, Theater Groups and Local Dance Recitals.

GROUP IV

Definition: a community group whose main function is the making of profit. The Group IV organization must have the main office or manufacturing facility within the boundary of Indianapolis Public School District.

Examples: Business, Industry, and Professional Groups. Professional Groups refers to professions such as lawyers, doctors, realtors, salesmen, engineers, etc. meeting for the advancement or in the interest of their particular profession.

School facilities are available for general meetings, employee in-service, training, or recreation. School facilities may not be used for conducting a business or raising money.

GROUP V

Definition: a non-profit or profit making group whose main office or manufacturing facility is not within the school district. School facilities are available for general meetings, employee in-service, training, or recreation.

Examples: Non-profit and for-profit groups based outside Indianapolis Public School. School facilities may not be used for conducting a business or raising money.

2018-2019 ATHLETIC FACILITY USAGE FEES

Facility	Group I, II	Group III	Group IV	Group V
Football Stadium	-0-	\$200.00	\$1500.00	\$1800.00
Soccer Stadium	-0-	\$200.00	\$1500.00	\$1500.00
Track with lights	-0-	\$175.00	\$1500.00	\$1500.00
Track without lights	-0-	\$150.00	\$800.00	\$800.00
Baseball/Softball Facilities	-0-	\$35.00	\$50.00	\$70.00
Tennis Courts	-0-	\$35.00	\$50.00	\$70.00
Gymnasium-High School-Main	-0-	\$50.00	\$70.00	\$100.00
Gymnasium-High School-Auxiliary	-0-	\$35.00	\$50.00	\$80.00
Swimming Pool School	-0-	\$35.00	\$50.00	\$100.00
Futsal Court	-0-	\$35.00	\$50.00	\$70.00

(Hourly rates, 2 hour minimum)

THE RIGHT TO REJECT ANY GROUP IS RESERVED BY THE ATHLETIC DEPARTMENT OR ITS DESIGNEES.

2018-2019 PERSONNEL FEES

\$30.00 per hour

CUSTODIAL AND SECURITY PERSONNEL MUST BE FACILITATED BY TECH STAFF (see below **)

**** All groups are required to pay custodial and security fees:**

- a. **If a custodian is not regularly scheduled.**
- b. **When additional custodial and security personnel or services are required to cover the event.**

EVENT PERSONNEL

Ticket Sellers/Takers	\$13.50 per hour
Football Pass Gate	\$15.50 per hour
Football Sideline Supervisor	\$15.50 per hour
Football Press Box Supervisor	\$15.50 per hour
Timers/Scoreboard Operators	\$28.75 per game
Video Board Operator	\$100.00 per game
Assistant Video Board Operator	\$28.75 per game
Announcer	28.75 per game
Statistician/Scorers	28.75 per game
Security**	\$40.00 per hour
Soccer Stadium Clean-up	86.25 per game
Game Supervision	\$23.00 per hour
Videotape Game	34.50 per game
Tournament Clerical/Bookkeeper	\$19.16 per hour
Track Lane Timers	\$28.75 per meet
Athletic Trainer	\$15.00 per hour
Custodial**	\$30.00 per hour

ATHLETIC FACILITY RENTAL RULES AND CONDITIONS

(Please read the following rules and conditions. The Hold Harmless Clause (last page) must be signed and returned with the Application for Facility Permit).

1. Arsenal Tech Athletic Department reserves the right to reject or cancel any contracts or permits for any reason.
2. The rental of any athletic facility is granted on the condition that if needed for school functions on any of the dates granted, their permit holder agrees to forego its use on such dates provided the permit holder is notified 24 hours in advance of the rental date.
3. A completed Application for Facility Permit form must be submitted at least two weeks prior to the date of the event.
4. The person signing the contract will be required to sign a hold harmless clause releasing the Board of Education from any liability during the rental.
5. The person signing the contract as the responsible party for a facility rental must be present at the event.
6. The Arsenal Tech Athletic Department reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people, protection of school property, and the general welfare of the community, including the cancellation of any permit.
7. The building principal or Athletic Director may make additional regulations governing the use of the building or facilities.
8. The permit holder agrees to abide by the State and local Code of Laws in using the facilities, and to prohibit any unbecoming conduct within the facilities or on the grounds. The permit holder agrees to be responsible to the Board of Education for the proper use and care of the facilities. He/she further agrees that the character of activity will conform to that stated on the rental agreement.
9. No group, which limits membership in or attendance at its activities on the basis of race or color, shall be permitted to rent school facilities.
10. The permit holder/group renting the facility is responsible for providing adequate adult supervision. The building will not be open until adult supervision is present. Children, when not accompanied by parents or other adult supervision, will not be permitted in the building.
11. No group is admitted without a permit, and only at the time stated and with proper supervision.
12. The organization or individual renting the facility shall assume all responsibility for damage incurred to the property to include cost to repair/replace including labor of said property.
13. No drinking of intoxicating beverages or illegal use of drugs is permitted on the school premises. Violators will have their contract immediately terminated and shall be subject to disciplinary action by local law enforcement officials.
14. There will be no tobacco use in the buildings or on grounds during the rental period including, but not limited to, cigars, cigarettes, pipes, vapor pens, chewing tobacco, etc.
15. Any decorations used in the building must be of flameproof material.
16. Lighted candles or flames are not to be used within the school facility.

17. Nails, screws, or tape on painted surfaces shall not be used to fasten anything to the walls.
18. The Athletic Office may require, in advance, the permit holder to provide parking attendants, police and/or fire supervision if they feel the crowds or programs warrant it.
19. The district may require the permit holder to carry liability insurance.
20. All permits will be issued for specific rooms or areas, and it shall be the responsibility of the responsible party from the renting organization to see that the remainder of the building is not entered or disturbed.
21. The facility rented will be cleaned and rearranged for school use before the next school date, or within 12 hours, whichever is less. An additional charge will be made for non-compliance unless a custodian is scheduled for this responsibility.
22. Time of occupancy will end at 10:00 p.m. (Monday-Friday) unless the permit indicates that prior arrangements have been made with the school administration.
23. Custodial services shall include unlocking and locking the building, operation of lights and heating equipment, normal cleanup, and putting the room in order for regular use. The permit holder will be charged for custodial time incurred to restore room to normal state.
24. The custodian may loan no school equipment unless prior approval has been obtained from the principal or Athletic Director in writing.
25. The custodian of the building shall enforce the rules and regulations of the Board, and/or shall report infractions to the building principal or Athletic Director.
26. All fees must be paid within 30 days of invoice date.
27. Gym: Only gym or athletic shoes are permitted on the gym floors. Only participants with adequate supervision shall be in the gym. No food or drinks on the gym floor (except water for athletes).
28. Athletic Fields: Pets are not permitted on the athletic fields or in the track area.
29. Security: Necessary security personnel will be assigned by Arsenal Tech High School and paid for by the renter. Security equal to the normal number of security personnel assigned to similar Arsenal Tech events is expected. Security will be assigned by the Arsenal Tech High School Athletic Director.
30. Game Equipment: All marking equipment and a U.S. flag necessary to conduct a game will be provided by Arsenal Tech High School.
31. Locker Rooms: Non-Varsity Locker rooms may be available for dressing facilities upon request.
32. Concession Stands: All concession activities must be arranged through the Arsenal Tech High School Athletic Booster Club, Inc and Athletic Department.
33. Scoreboard (Howard Longshore Stadium/West Gynasium): The scrolling cabinet displaying scoreboard sponsors will be turned on during all events at the stadium. No other advertising signage will be allowed at the event. The video board showing the contracted number of advertisements of all prime scoreboard sponsors will also be on during all events. No other advertisements will be shown on the video board. Any additional use of the video board during events must be approved by the Arsenal Tech High School Athletic Director. The cost of any additional personnel needed for additional services of the video board will be the responsibility of the renter.

Application for Athletic Facility Permit

ARSENAL TECH HIGH SCHOOL ATHLETIC DEPARTMENT
1500 E. Michigan St., Indianapolis, IN 46201-3098
Phone: 317-693-5364 EMAIL: newberryd@myips.org

Date of Rental _____

Section I - To be completed by applicant and returned to Athletic Department, 2 weeks prior to rental date:

Organization Name _____

Address _____ Zip _____

Responsible _____ Phone: _____

Person _____ Day _____ Evening _____

Email _____

Address _____ Zip _____

Please Complete. Use other side if additional space is needed.

Building/Site 1) _____ 2) _____ Estimated Attendance _____

Date(s) _____ Date _____ Time: _____ Requested: S M T W TH F S From _____ To _____ Begin _____ End _____

Purpose _____

Please denote rental area requested. Provide # if more than one. Rental time is number of hours noted above, unless specified otherwise.

- Football Stadium, Track with Lights, Track w/o Lights, Tennis Courts, Baseball Field, Softball Field, West Gym - HS - Main, East Gym - HS - Aux., Swimming Pool, Futsal Court - Outdoor, Soccer Stadium, Other (please specify)

Special Arrangements (e.g. Bleachers, Scoreboard, P.A., Athletic Equipment)

_____ None

Food to be served Yes/No _____ Beverages to be served Yes/No _____

IMPORTANT: ONLY PEPSI products may be served at events held on Arsenal Tech High School premises (buildings and outside athletic fields) per negotiated contract. If you are serving beverages, contact the Arsenal Tech High School Athletic Office 317-693-5364 prior to ordering for your event.

Signature denotes agreement to and observance of Facilities Rental Rules and Conditions. Failure to abide by these rules may result in cancellation of the permit at any time. Signature also denotes that group and designated responsible individual agree to indemnify and hold harmless the Board of Education and its members, employees and agents from any claims and liability arising out of, or related to, the use of the facilities.

Signature of Responsible Party _____ Date _____

Section II - To be completed by Athletic Director/Designee

1) Estimate personnel hours needed to adequately cover this activity for estimated attendance: Custodial personnel: # of hrs Weekday # of hrs Saturday # of hrs Sunday Custodian initials

2) Group Classification I II III IV V

3) Estimate Personnel fees: Duty hrs. @ \$ Rental hrs. @ \$

Estimated Total Charges \$ _____

Section III - To be completed by Athletic Director/Designee. Building approval signifies that activity is acceptable.

Building Approval Date Athletic Director/Designee

Building contact: Phone: 317-693-5364 Email Address: newberryd@myips.org

Upon approval, Athletic Office distributes copies of permit to: Building (and Permit Holder for permits with fees)

Proof of insurance requested _____ received _____

HOLD HARMLESS CLAUSE
(Applicant's Copy)

_____ (the community group's organizational name), in consideration of the use of the facilities of the Indianapolis Public School District, agrees to defend, hold harmless and indemnify the Indianapolis City School District Board of Education, its officers, members, employees and agents in both their official and individual capacities (collectively the "Board ") from all liability, claims, demands, damages, or costs for, or arising out of _____ (the use of the particular facility, including the purpose for which the facility is used and the dates and times of its use), whether it be caused by the negligence of _____ (the community group), persons enjoying use of the facility as members or invitee of _____ (the community group.)

Date _____

Signature _____

Print Name _____