

**Priorities for Use**

Priorities for use of facilities will be as follows:

1. School-related activities or any meetings established by School District administration
2. Activities and programs sponsored by non-profit organizations for Bloomfield School District K-12 students
3. Activities and programs sponsored by non-profit organizations for K-12 students
4. Activities and programs sponsored by non-profit organizations for the general Public
5. Non-commercial activities sponsored by local businesses

**Community Use of School Facilities**

**Requests**

Any organization wishing to use School District facilities must submit a written request to the Office of Superintendent's designee at least **ten (10)** working days prior to the date requested.

The School Board allows local non-profit and/or civic organizations to rent school facilities for educational, recreational, and fund-raising activities. Organizations may be asked to submit a 501(c)(3) document as proof of non-profit status.

All activities must be under the sponsorship and supervision of a competent adult(s) who are directly responsible to the organization requesting use of the facility. Each group is responsible for the behavior of its members. When participants are under 18 years old, minimum supervision is one (1) adult for up to 25 participants.

District administrators, the building principal, or the custodian on duty have the right to terminate any activity at any time if, in his/her judgment, there are violations of Board Policy, or federal, state, municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment. Right is reserved by the School District to revoke any lease, without liability, should such action be deemed necessary or desirable.

The School District shall be indemnified for any claims, demands, losses, injuries or damages to persons or property which may be sustained by reason of the use of the approved facilities together with reimbursement for any legal fees or costs incurred as a result of any such claim or demand, except liability arising from the District's own negligence. The applicant further agrees to indemnify and hold harmless the District from any loss resulting from the failure of the applicant to provide notice or secure signed releases from all participants.

As a condition of use of physical fitness facilities of the District, applicant agrees to provide to each participant the following notice pursuant to I.C. 34-31-10:

*WARNING*

*Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.*

*You are assuming the risk of participating in this physical fitness activity.*

For each participant, Applicant shall obtain a signed release by the individual or parent or guardian of an individual under 18 years of age, in favor of the District. (Use the designated form that is on file with the District; you are responsible for keeping all signed releases on file).

**Lease Agreements**

A Lease Agreement must be signed by the applicant filing the Request for Facilities and the designee from the Office of the Superintendent. The facility is reserved when the organization returns the signed Lease Agreement along with any rental fees to the Office of the Superintendent's designee.

Facility use is restricted to the dates, hours and areas specified in the Lease Agreement.

The user shall not assign or sublet the facility or any part of the facility to any other user. The user shall be responsible for using the facility for the purpose described in the Lease Agreement.

**Facility Rental**

All rental fees are computed on an hourly rate beginning with the time the building is required to be open and ending with the time the building is no longer occupied. School facilities will not be available on Sundays until after **12:30** p.m. The building will be closed for all activities at 11:00 PM. (local time).

Organizations that receive approval to use a school facility must return a signed lease and full payment to the school at the time lease is signed. An additional fee may be assessed to restore the facility and/or equipment to original condition.

The School Board may waive rental fees when reciprocal arrangements are made with non-school organizations, terms of reciprocity will be attached to the Lease Agreement.

The School Board reserves the right to waive rental fees.

**Cancellations/Conflicts**

The School District reserves the right, in the event of an emergency requiring the use of the facility for a school event or adverse weather conditions, to cancel the Lease Agreement without penalty to the School District. All use of schools by outside groups is automatically canceled when schools must be closed due to inclement weather or other conditions.

**Alcohol, Vaping, Drug and Tobacco, Firearm Free Environment**

Smoking, vaping, and the use of tobacco products, any type of alcohol, and illegal drugs are prohibited on School District property. Firearms are not allowed on school property except by law enforcement personnel.

**Gymnasiums**

Only gym shoes are allowed on the gym playing surface. Street, hard-soled, cleats, and any black-soled shoes are not permitted. Use of resin or other substances on floor surfaces is not permitted.

Folding bleachers and partitions should be operated only by custodial personnel. Groups are not permitted to use locker rooms.

All recreational equipment is to be furnished by the organization using the facility.

Facilities Use Charge: Outside groups who charge admission, accept donations and/or sell concessions will be charged according to the following fee schedule.

Glover Gymnasium	<b>\$60</b> first hour; <b>\$30</b> each additional hour
MS or Multi-Purpose Gym	<b>\$50</b> first hour; <b>\$25</b> each additional hour

Practice games by outside groups (Level 3, 4, & 5 under Priorities for Use) will not be scheduled unless they are considered as regular admission events.

**Cafeterias**

The cafeterias may be used by groups of the Bloomfield School District free of charge unless the kitchen facilities are used. The kitchen facilities of the school cafeteria are to be scheduled through the Cafeteria Manager. The cafeteria is scheduled through the Office of the Superintendent's designee.

Outside groups may rent the cafeteria for **\$50** for the first hour and **\$25** for each additional hour. Changing tables and chairs will cost an additional **\$45** per event.

A school employed cook must be on duty if kitchen facilities are to be used. The rate charged for a cafeteria worker to be present is **\$15.00** per hour.

**Outdoor Athletic Facilities**

No activity shall be scheduled on these facilities which will interfere with a school sponsored activity. Groups other than school sponsored groups within the school District shall be charged the following fees:

**\$50** first hour; **\$25** each additional hour.

The Athletic Director shall keep a calendar of activities scheduled for these facilities.

All activities scheduled on these facilities must be scheduled through the Athletic Director, with approval of the building Principal.

Common sense is expected from groups wanting to use outside facilities when said facilities are in questionable condition, such as a wet field that could be damaged if used. When there is any doubt concerning the use of an outside facility, contact the Athletic Director or Principal.

Patrons and students of the Bloomfield School District are welcome to use the tennis courts when the courts are not scheduled for events.

Rules pertaining to the use of the tennis courts are as follows:

1. Only tennis shoes to be worn on courts.
2. No bikes, skateboards, roller blades, strollers, etc.
3. Stay off fences and gates.
4. No glass containers or refreshments allowed inside the fence.
5. Please place all trash into the provided trash barrels.

**General**

Organizations or individuals using any school facility assume the responsibility for all damages, injuries and cleanup. All reservations must be made a minimum of 10 days in advance.

The riding of all-terrain vehicles, mini-bikes, motor bikes, 3 or 4 wheelers, go-karts and/or any non-licensable vehicles is prohibited on all school grounds.

No Bloomfield School District school employee is required to work any extra duties. They are on a voluntary basis only.

Any facility utilization request or any dispute/special circumstances concerning the use of any of the Bloomfield School District facilities may be reviewed on an individual basis by the building Principals, Athletic Director, Superintendent, and/or the Board of School Trustees.

BOARD APPROVED: September 30, 2021

**BLOOMFIELD SCHOOL DISTRICT**

**RELEASE REGARDING USE OF PHYSICAL FITNESS FACILITY**

As a condition of use of physical fitness facilities owned by the Bloomfield School District, the undersigned agrees to release said entities from liability for the inherent risk of injury in physical fitness activities engaged in at those facilities, and acknowledges receipt of the following notice pursuant to I.C. 34-31-10:

**WARNING**

**Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.**

**You are assuming the risk of participating in this physical fitness activity.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Participant (Please print)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Parent/Guardian (Please print)

\_\_\_\_\_  
Parent/Guardian Signature

**BLOOMFIELD SCHOOL DISTRICT**  
**Application for Use of School Facilities/Equipment**  
(revised August 23, 2021; Policy 7510)

1. Name of Group or Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

2. Name of Person Representing Group or Organization \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

3. Describe planned use for the facilities: \_\_\_\_\_

\_\_\_\_\_ Admission Charged? Yes No

4. Date(s) Desired \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_  
Day(s) of the Week \_\_\_\_\_

5. Anticipated size of group \_\_\_\_\_

*\*For groups in excess of 150 people, the facility fee will be 150% of the below fees.*

6. Facilities Desired (Circle below and write set-up information/requests within the chart below):

**\*Custodial hourly fee of \$25 per hour if facility usage is not during regular working hours.**

<b>Groups</b>	<b>A</b>	<b>B</b>
	BSD sponsored organizations (Clubs, Athletic Teams, Music Groups, Music/Athletic Boosters, PTO) Alumni Groups, Voting, Off season activities run by BSD coaches, non-school sponsored athletic teams out of season approved by AD, Scouts, 4-H, Group A is exempt from frequent use restriction.	Non-Profit Groups, Civic Groups, Service Organizations, Gov. Functions (eg. Rotary), Churches for special meetings, Church Leagues, local private schools, AAU/Club ball run by non-BSD coaches involving students outside the corporation or combination of BSD students and outside students and AD/coach approved, Businesses, Private Groups or Individuals
1. Classrooms	No Charge	\$20 first hour \$10 each additional hour
2. HS Library	No Charge	\$50 first hour \$25 each additional hour
3. Multi-Purp.& MS Gym HS Gym	No Charge	\$50 first hour \$25 each additional hour HS Gym \$60 first hour; \$30 each additional hour PA System – additional \$15 per event
4. Cafeteria	No Charge	\$50 first hour \$25 each additional hour Change tables and chairs – additional \$45 per event
5. Cafeteria With Kitchen Use	\$15 per hour for each cafeteria employee	As above plus \$15 per hour for each cafeteria employee
6. Commons	No Charge	\$50 first hour \$25 each additional hour Change tables and chairs – additional \$30 per event

7. Outdoor Athletic Facilities Subject to AD approval	No Charge	\$50 first hour \$25 each additional hour
8. Other (Parking Lot, etc.)	No Charge	\$50 Deposit – returned if no clean up needed

In submitting this application, the Group or Organization submitting this application (“Applicant”) agrees to abide by the rules and regulations as issued by the Bloomfield School District for the care of the School facilities; agrees to accept full responsibility for damage done to School property by those in attendance during Applicant’s use of the School facilities; and agrees to promptly reimburse Bloomfield School District for any necessary repairs upon receipt of an invoice reflecting the costs of such repairs. The Applicant hereby releases and holds harmless Bloomfield School District from and against any and all claims for personal injury or property damage arising from or related to the use of School facilities and assumes all risk thereof. The Applicant further agrees to defend and indemnify Bloomfield School District against claims for personal injury or property damage arising from the rental of School facilities. The Applicant’s Release, Indemnification, and Assumption of Risk as set forth herein shall be considered contractual in nature, shall survive the term of this contract, and shall be binding upon the Applicant and those attending the Applicant’s activity in School facilities.

\_\_\_\_\_ Signature of Individual Representing Organization \_\_\_\_\_ Date

**\*\*\* A Certificate of Insurance, which lists Bloomfield School District as an additional insured, with a minimum coverage of \$1,000,000 bodily injury and property damage must be attached to this form. This is required of any organization that is not covered by the school’s liability insurance.**

Please send facility payments to: Bloomfield School District Superintendent’s Office  
Attention: Jessica Blazier  
501 W. Spring St.  
Bloomfield, IN 47424  
812-384-4507

Make checks payable to: BLOOMFIELD SCHOOL DISTRICT  
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To Be Completed by School Personnel:

\_\_\_\_\_ Date, Time, and Facility Available and Approved by Athletic Department’s Secretary

\_\_\_\_\_ Request Approved \_\_\_\_\_ No Rental Charges

\_\_\_\_\_ Request Denied \_\_\_\_\_ Rental Charges

Fees charged:	Facilities	\$ _____
	Large Group	\$ _____
	PA System	\$ _____
	Custodial	\$ _____
	Cooks	\$ _____
	Other	\$ _____
	Total	\$ _____

Copies To: \_\_\_\_\_

\_\_\_\_\_ Signature of Superintendent/Designee \_\_\_\_\_ Date