

**SCOTT COUNTY SCHOOL DISTRICT 2  
PUBLIC USE OF SCHOOL FACILITIES**

The Board encourages the use of the school district facilities by the patrons of the school district.

The school facilities shall be made available to the fullest possible extent under the law for use by groups of citizens, except that such use shall not be permitted to interfere with the regular program of the schools. Any permit issued for community use of school property shall be subject to cancellation if the facilities are later found to be needed for use by school authorities, but the privilege of cancellation shall be used only when necessary and always with regard to the desires of the Board to encourage the use of the school facilities by the citizens of the community. In the event of school closure due to inclement weather or emergency situations, scheduled events will be rescheduled or cancelled.

Whenever school facilities are used for such community purposes, a charge shall be made to cover the costs of fuel, light, supplies, employee services, and other items of cost incidental to such use, except as hereinafter provided. The scale of charges shall be established and revised from time to time by the Central Office, subject to approval by the Board.

**ORDER OF PRIORITY FOR USE**

Priorities for the use of facilities are necessary for orderly usage. The priorities are established as follows:

1. All educational programs, student activities, and official activities of the school district
2. Groups formally associated with the purpose and programs of the school district
3. All educational programs, accredited schools within the school district boundaries, and/or serving the youth of the community
4. Groups that are primarily concerned with the welfare of children and youth in the community
5. Groups which are primarily concerned with improving and maintaining the quality of community life within the school district boundaries
6. Community groups that are interested in promoting educational, cultural, recreational, and/or entertaining Programs

**CONDITIONS**

1. The use of intoxicating beverages in school buildings or on school grounds is strictly prohibited. Violations shall result in permanent denial of future permit for the user.
2. The use of tobacco products in school buildings or on school grounds is strictly prohibited. Violations shall result in permanent denial of future permit for the user.
3. Should a controversy arise between the school employee(s) and the permit holder, the school employee and/or the permit holder shall refer the disputed issue in writing to the principal.
4. No permit may be transferred to any person or group other than the one to whom it was issued. The school official issuing the permit shall approve any change regarding personnel in charge as indicated on the application or the permit shall be void.
5. No group will be approved for facility use on an on-going basis.

**AAU or ALL-STAR PRACTICE/CONTEST**

1. All AAU or All-Star teams must provide rosters of students/participants & proof of insurance.
2. Teams consisting entirely of SCSD2 students will not be charged rental fees. Custodial fees will only be charged when events/practices occur outside regular custodial working hours.
3. Teams will be charged \$25 per each non-SCSD2 participant, per season.

**Daily Rental Fees**

**PER DAY FEE**

A.	Damage Deposit	\$100.00
B.	Scottsburg High School	
	1.    Gymnasiums (Meyer or McClain)	\$150.00 per gym
	a.    when admission is charged	\$250.00 per gym
	2.    Cafeteria/Commons	\$100.00
	a.    if the kitchen is used an additional charge will be negotiated depending on the number of cooks required, use of equipment, or preparation of meals.	
C.	Scottsburg Middle School	
	1.    Gymnasiums (East or West)	\$150.00 per gym
	a.    when admission is charged	\$250.00 per gym
	2.    Cafeteria	\$ 50.00
	a.    if the kitchen is used an additional charge will be negotiated depending on the number of cooks required, use of equipment, or preparation of meals.	
	3.    Great Room	\$100.00
D.	All Elementary Schools	
	1.    Gymnasiums	\$ 50.00
	a.    when admission is charged	\$100.00
	2.    Cafeteria	\$ 50.00
	a.    if the kitchen is used an additional charge will be negotiated depending on the number of cooks required, use of equipment, or preparation of meals.	
E.	All Schools Classroom Use	\$ 25.00
F.	Personnel Fees <b>MINIMUM CHARGE - TWO HOUR BLOCK OF TIME</b>	
	1.    Custodians	<b>\$ 27.00 per hour/employee</b>
	2.    Cook	<b>\$ 15.00 per hour/employee</b>
	3.    Set Up Fees (per hour, per employee) (if outside normal custodial working hours)	 \$ 27.00

per hour/employee

**Requests to waive fees must be sent to the Superintendent prior to approval of this application & must be Board approved.**

Revised October 2019

**SCOTT COUNTY SCHOOL DISTRICT 2**

375 East McClain Avenue

Scottsburg, IN 47170

812-752-8946 (Phone) 812-752-8951 (FAX)

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**PLEASE COMPLETE & RETURN TO THE OFFICE OF THE BUILDING YOU ARE REQUESTING TO USE.  
YOU WILL BE PROVIDED A SIGNED COPY OF THE APPROVED CONTRACT VIA RETURN MAIL OR E-MAIL**

**Check the area(s) you wish to use:**

**Scottsburg High School**

812-752-8927/812-752-6207 Fax

- Cafeteria/Kitchen
- Classrooms
- Commons
- McClain Hall (Gym)
- Meyer Gym
- Outdoor Facilities
- Student Activity Ctr (Central Ofc.)

**Lexington Elementary School**

812-752-8924/812-889-2094 Fax

- Cafeteria/Kitchen
- Classrooms
- Gym

**Scottsburg Middle School**

812-752-8926/812-752-8864 Fax

- Cafeteria/Kitchen
- Classrooms
- Great Room
- East Gym
- West Gym
- Outdoor Facilities

**Vienna-Finley Elementary School**

812-752-8925/812-752-5379 Fax

- Cafeteria/Kitchen
- Classrooms
- Gym

**Scottsburg Elementary School**

812-752-8922/812-752-9620 Fax

- Cafeteria/Kitchen
- Classrooms
- Gym

**Johnson Elementary School**

812-752-8923/812-794-4979 Fax

- Cafeteria/Kitchen
- Classrooms
- Gym

**Organization/School Group** \_\_\_\_\_ **Name of Event** \_\_\_\_\_

**Date of Event** \_\_\_\_\_ **Time of Event** \_\_\_\_\_ **to** \_\_\_\_\_ **Set Up Time (if needed)** \_\_\_\_\_

**Admission Charge** \_\_\_\_\_ **Proceeds are to be used for** \_\_\_\_\_

**Personnel Required** \_\_\_\_\_

**Equipment Request** \_\_\_\_\_

**Special Conditions** \_\_\_\_\_

Requirements:

1. \$100 damage deposit check payable to Scott County School District must be attached to this application.
2. A Certificate for Proof of Insurance must be on file at the Superintendent's office prior to the event.
3. A school custodian or other appointed representative of the school must be present at all times. (Any violation should be reported to the Superintendent's Office.)
4. The organization agrees to prohibit smoking and/or the use of fire/flammable in the building as required by the State Fire Marshall.
5. The undersigned agrees to arrive prior to event in sufficient time to inspect condition of facilities and agrees that once visitors/patrons arrive, the custodian or administrator has sole discretion to make note of vandalism or excessive wear/tear that could require additional charges to be added at the conclusion of the event.

The undersigned:

1. Agrees to hold Scott County School District 2 harmless from all liability of whatever nature may arise by virtue of the use of said premises;
2. Fully understands rules and regulations governing the use of these facilities and agrees to abide by same and to strictly observe the rules of the Board of School Trustees relative to the use of such facility;
3. Is responsible for any damage to school property due to such use and in such amount as school authorities determine as reasonable.

**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 that 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.*

\_\_\_\_\_  
**Address  
for the Organization**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Contact Phone Number(s)**

\_\_\_\_\_  
**E-mail Address**

**For use by Principal's Office Only**

This request does not interfere with the educational program of this school and is hereby approved. The use of the necessary facilities for the above date(s) has/have been placed on the school calendar.

\_\_\_\_\_  
Signature of Building Principal/Administrator

\_\_\_\_\_  
Date

**For use by Superintendent Only**

Superintendent Approval \_\_\_\_\_

Did Not Approve: \_\_\_\_\_ Date \_\_\_\_\_

Date of Board Approval/Denial \_\_\_\_\_  
(if necessary)

Building Rental Charge \_\_\_\_\_

Personnel Services \_\_\_\_\_

Set Up Fees (if applicable) \_\_\_\_\_

**Estimated Total Charges** \_\_\_\_\_

**Final charges billed by Business Office upon receipt of personnel time cards & inspection of facility**