



Richland-Bean Blossom Community School Corporation

EDGEWOOD SCHOOLS

Caring. Daring. Preparing.

Use of Facilities Fee Schedule

Approved November 21, 2022

** Groups serving primarily RBBCSC not charged use fees unless police fees or extra staffing fees are needed

Facility	Non-Profit & No Admission Charged	For Profit or Admission Charged	Notes
Gym (EPS, EIS, EJHS, EJHS Multi-Purpose Room, EHS Aux Gym)	\$100 per hour	\$125 per hour	Subject to custodial fee if needed outside normal working hours
Gym (EHS Main)	\$125 per hour	\$150 per hour	Subject to custodial fee if needed outside normal working hours
Baseball Field w/ Lighting	\$40 per hour	\$75 per hour	Subject to custodial fee if area is left unkept at the end of use
Baseball Field w/o Lighting	\$30 per hour	\$65 per hour	Subject to custodial fee if area is left unkept at the end of use
Softball Field w/ Lighting	\$40 per hour	\$75 per hour	Subject to custodial fee if area is left unkept at the end of use
Softball Field w/o Lighting	\$30 per hour	\$65 per hour	Subject to custodial fee if area is left unkept at the end of use
Soccer Field (grass)	\$40 per hour	\$75 per hour	Subject to custodial fee if area is left unkept at the end of use
Tennis Court w/ Lighting	\$40 per hour	\$75 per hour	Subject to custodial fee if area is left unkept at the end of use
Tennis Courts w/o Lighting	\$30 per hour	\$65 per hour	Subject to custodial fee if area is left unkept at the end of use
Football Field / Track w/ Lighting	\$150 per hour	\$175 per hour	Subject to staffing fee if needed outside normal working hours or left unkept
Football / Track w/o Lighting	\$110 per hour	\$135 per hour	Subject to staffing fee if needed outside normal working hours or left unkept
Classroom	\$25 per hour	\$30 per hour	Subject to staffing fee if needed outside normal working hours or left unkept
Cafeteria w/o Serving Line	\$50 per hour	\$75 per hour	With serving line must pay staffing fee.
Pool	\$50 per hour	\$80 per hour	MUST be staffed by RBBCSC Lifeguards and Subject to Lifeguard Fee.
Pool – Community Adult Lap Swim	\$2 per time \$60 Per Semester \$100 per year	Not Applicable	Lifeguard(s) must be on duty. Not subject to Lifeguard staffing fee.
EHS Auditorium - Performance	\$150 per hour	\$200 per hour	Minimum of 4 hours & subject to staffing fee if needed outside normal working hours or left unkept *Auditorium Personnel needed will be paid directly by the lessee in addition to the hourly charges
EHS Auditorium – Non-Performance	\$80 per hour	100 per hour	Minimum of 4 hours & subject to staffing fee if needed outside normal working hours or left unkept *Auditorium Personnel needed will be paid directly by the lessee in addition to the hourly charges.

Staffing	Staffing Fee Per Hour	Staffing Fee Per Hour	Notes
Custodian	\$25.00	\$25.00	per person, per hour outside normal working hours
Nutrition Services	\$20.00	\$20.00	per person, per hour
Lifeguard	\$15.00	\$15.00	per person, per hour
Auditorium Personnel	\$35.00	\$35.00	Per person, per hour

Examples of a RBBCSC Group, Group Serving RBBCSC, or Town Government

- Parent Teacher Organization (PTO)
- Youth Sports Team (Has 51% or more RBB Residents/Students)
- Richland-Bean Blossom Education Association (RBBEA)
- 4-H Club
- Ellettsville Youth Sports through Ellettsville Parks & Rec
- Chamber of Commerce

**Youth sports teams must turn in rosters with addresses prior to approval

Example of a Non-Profit Group

- 503(c)(3) company and not self-serving
- Other entities or users operating exclusively for charitable, scientific, testing for public safety, literary, or educational purposes

CERTIFICATE OF INSURANCE

*** Prior to the use of facilities for a commercial rental the renter must provide a Certificate of Public Liability Insurance in the amount of \$5,000,000 dollars. This certificate of Public Liability Insurance will include the Richland-Bean Blossom Community School Corporation as the additional insured party. A copy of this certificate must be on file in the Superintendent’s office prior to the use of the facilities.

[Link to School Board Policies and Guidelines](#) – Go to 7510 for Use of Corporation Facilities policy and - 7510A for Administrative Guidelines

RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION
600 S. Edgewood Drive
Ellettsville, Indiana 47429

FACILITY USE REQUEST

Name of Organization _____

Percent of Membership: Richland-Bean Blossom Resident _____% Non-Resident _____%

Building Desired: _____ Room/Facility Desired: _____

Event: _____

Day (s) of Week: _____ Date (s): _____

Hours Desired: From _____ a.m./p.m. To: _____ a.m./p.m. Building Opened at: _____

Attendance Expected: _____ Admission Charge: Yes No Amount: \$ _____

The proceeds will be used for: _____

Please check the other facilities or services desired: (Where applicable, indicate number needed)

Custodians _____ Kitchen _____ Kitchen Supervisor _____ Chairs _____ Tables _____ Piano _____

Public Address System _____ Lectern _____ Restrooms _____ *Check Room _____ *Concessions _____

* Operated by and proceeds retained by the respective RBBCSC schools and Building Principal.

Please read the reverse side of this permit with care before signing this agreement.

We have read and fully understand and agree to abide by the rules, regulations, and restrictions of the Board of School Trustees governing the use of these facilities and agree to be responsible for any damage to school property due to such occupancy. We also agree to pay any designated fee within two (2) weeks following the use of the facilities. **Please refer to the Board Policies for contract information. Please note: The applicant/ sponsor in charge of the Organization is responsible for assuring that the facility is well supervised and evacuated in the event of a fire/tornado alarm.**

Name (Printed) _____ Title _____

Signature _____ Address _____

Date of Application _____ Phone _____ City _____

The above requested date (s) does not interfere with the educational program of this school. The use of the facilities for the above date (s) has been scheduled subject to the Superintendent's and/or designee's approval.

I (RECOMMEND) (DO NOT RECOMMEND) APPROVAL OF THIS PERMIT.

Principal _____ School _____ Date _____

Facility Usage Logged By (Principal/Secretary) _____ Date _____

Custodian Assigned _____ Kitchen Supervisor Assigned _____

FEES: (PRINCIPAL'S OFFICE ONLY)

Custodian _____

Kitchen Supervision _____

Use of Facility _____

Other _____

Total Fee _____

POST EVENT:

Completed and returned by Principal to Controller.

Event was held, send Total Fee Invoice

Event was held with modified charges

Hours: _____ Fees: _____

Other: _____ Event was not held

Certificate of Insurance

(Required Prior To Use Of Facilities For A Commercial Rental)

The Certificate of Public Liability Insurance No. _____ with _____ Company in the amount of \$5,000,000 dollars is herewith recorded. This certificate of Public Liability will include the Richland-Bean Blossom Community School Corporation as the additional insured party. A copy of this certificate must be on file in the Superintendent's office prior to the use of the facilities.

The above request is approved for the purposes permitted by the rules and regulations of the Board of School Trustees.

Superintendent _____ Date _____