

## **CHARGES AND PRIORITIES FOR USE OF HIGH SCHOOL AUDITORIUM**

To ensure fairness and consistency in the implementation of policy governing use of the Auditorium in the Monrovia High School Center for the Performing Arts, the following categories are established to determine priorities and a schedule of fees for approved users outside regular or extracurricular programs or activities, when the designated space and facility is available.

Availability is subject to change should a conflict arise with a Class I event. All pre-paid deposits and fees will be fully refunded if a suitable alternate date cannot be found. In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

### **Fee Arrangements and Priorities**

#### **Class I**

1. Monrovia High School band, choir, and drama events.
2. Monroe-Gregg related student, teacher, and parent groups.  
(Examples: Student Clubs, PTO.)

#### **Class II**

1. Indiana State School Music Association event in conjunction with Monrovia High School or Middle School Band or Choir
2. Organized local youth groups. (Examples: Brownies, Scouts, 4-H.)
3. Organized local adult groups for special meetings sponsored by local civic organizations which are of general interest, educational, open to the public, and no admission fee is charged.
4. Organized community service groups. (Examples: Lions, Sororities, Community Clubs, Political Parties, and Church related groups.)

#### **Class III**

1. Groups not in Class I or II and may profit realizing activities of any Class II group. Profit activities shall include admissions, free will offerings, or donations. The right to refusal is reserved. All Class III organizations must submit a written request to the Auditorium Coordinator.

### **Insurance Requirements**

All non-school groups must provide proof of insurance with limits of no less than \$1,000,000 combined single limit liability for both bodily injury and property damage liability and an addition naming the Monroe-Gregg School District as an additional insured and a signed Release and Indemnification Agreement completed by the appropriate representative.

The following facility is available:

1. Auditorium-Monrovia High School Center for the Performing Arts

**Fee Schedule**

Auditorium  
(Technical crew and custodial fees in addition to rental)

Class I                      No Charge

Class II                     \$200/1<sup>st</sup> four (4) hours, \$50 each additional hour

Class III                    \$400/1<sup>st</sup> four (4) hours, \$50 each additional hour

- A. Rental fees are payable to Monroe-Gregg School District. Custodial and technical crew fees are payable to the individual at time of usage.
- B. Custodians will be paid at the prevailing overtime rate. Custodial fees are charged for all Class II and Class III activities.
- C. Technician crew fees are in addition to rental fees.

**Use of Facilities for Extended Use**

The use of school facilities for the above subject shall be limited to:

- A. The use by a church or civic group located in the Monroe-Gregg School District.
- B. They may use school facilities at the prevailing rate for a period not to exceed six (6) months, on a one-time basis.
- C. Auditorium Coordinator reserves the right to review and reject any and all applicants at any time.

## **PROCESS OVERVIEW**

To ensure scheduling priorities are upheld, school property is protected, and custodial and technical crews are prepared to support safe, successful events, faculty, staff, current students, and external event organizers, hereafter "Event Organizer" must:

1. Request or book space through the Auditorium Coordinator.
2. Be present during the event or designate an individual to act in the capacity of Event Organizer during the event, ensuring compliance with school policies.
3. Agree to abide by facility, equipment, grounds, or room restrictions specified by Auditorium Coordinator or documented on booking confirmation.
4. Agree to disclose the following circumstances when booking the event. These circumstances require additional review. Auditorium Coordinator will need completion of appropriate agreements, certificates of insurance, etc. when these circumstances apply.
  - a. Event includes an external service provider or presenter.
  - b. Non-Monrovia students will attend the event.
  - c. A fee will be charged or collected.
5. Agree to ensure prompt payment to the School for all room and service fees associated with Category III use.
  - a. In general, Category II use does not invoke room and service fees. However, fees may apply if custodial or technical services are required during or at the completion of the event.
6. Agree to ensure prompt reimbursement to the School for damage to School property that occurs in connection with the event.

## **ADDITIONAL REQUIREMENTS**

1. Events scheduled in the Auditorium will require custodial and technical fees.
2. School officials may require cancellation or delay of Event due to weather conditions when the conditions create unreasonable risk of harm to participants or spectators or could result in damage or unreasonable wear and tear to School property, facilities, or grounds.

## **PROHIBITED USE**

The following uses of School Auditorium facilities are prohibited:

1. Any use that violates federal, state or applicable local law, regulation, ordinance, or School policy.
2. Political Forums and Events-In accordance with 501(c) (3) guidelines, the School is prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.
3. No facility may be used in a manner that materially and substantially disrupts School teaching, administrative, and/or service activities. Illustrative but not definitive of such kinds of disruption are the following:
  - a. Violence or incitement to imminent violence
  - b. Damage to property

- c. Persistent noise at a level materially and substantially disruptive of classes, administrative business, study, etc.
  - d. Obstructing the entrance/exit to any facility or obstructing the free movement of vehicular or pedestrian traffic along or through any school sidewalk, walkway, or roadway.
4. Food and drink is prohibited in the auditorium.
  5. Boating, fishing, or swimming on or in any body of water on School property.
  6. Climbing or rappelling on the exterior of any facility or on any crane or other construction equipment, to include activities commonly referred to as "buildering".
  7. Golfing-striking any kind of ball or other object with a golf club
  8. Use of any glitter or glitter encrusted materials
  9. Skiing, sledding, tubing, or snowboarding on School property. Sledding includes, but is not limited to, sliding on any device or object
  10. Animals (including reptiles and amphibians) are not permitted in the Auditorium, except for assistance and/or service animals as indicated in the Student Handbook or as used in in instruction, School business, or as part of an Event.

**USE OF FACILITIES AGREEMENT**

Monroe-Gregg School District ("MGSD") hereby grants to:

( \_\_\_\_\_ "User)  
(Organization/Individual Name/Business)

permission to utilize the Monrovia High School ("MHS") Auditorium for the sole purpose of \_\_\_\_\_  
(describe use) on the following  
date(s) \_\_\_\_\_, \_\_\_\_\_, during the hours of \_\_\_\_\_ to \_\_\_\_\_.

This grant is a license not coupled with an interest and may be terminated at any time by MGSD either before or during the period for which permission has been granted.

In using the MHS Auditorium, User agrees to comply with all applicable laws, and regulations required within Indiana, as well as any special written and/or verbal instructions/requirements given to User by the Auditorium Coordinator of MGSD. User agrees that all persons using the facility under this agreement will commit no damage to MGSD facilities and that if such damage occurs, User will reimburse MGSD the cost of repair.

User agrees to carry liability insurance in the amount of \$1,000,000 (business/organization) combined single limit bodily injury and property damage on an occurrence basis, and agrees to cause a Certificate of Insurance to be issued with MGSD named as an **ADDITIONAL INSURED** as well as a Certificate Holder. Some events/activities may require User to provide proof of insurance, in addition to liability insurance, before use will be permitted. Claims made policies shall NOT be acceptable. Satisfactory certification that such insurance is in full force during the times of use and rental must be furnished. User will not be authorized to subcontract services with another individual/business to provide additional services on our campus or within our facilities, during the times of use and rental, without first contacting the Auditorium Coordinator and Superintendent at MGSD. Alcoholic beverages and tobacco/vaping products are not permitted on our campus or in our facilities. Food and drink are prohibited from the auditorium.

The User agrees to indemnify, defend and hold harmless MGSD, its agents, servants, employees, trustees, officers and representatives from any liability, loss, or damage which MGSD may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including attorneys' fees, asserted against or incurred by MGSD arising out of, during, or as a result of User using MGSD's facilities, except such liability, loss or damage which is the result of or arising out of the sole negligence of MGSD.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Organization/Individual Name/Business-User)

Monroe-Gregg School District

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Auditorium Coordinator)

\_\_\_\_\_  
Printed Name & Title of Representative

\_\_\_\_\_  
Printed Name and Title