

Board Approved Facility Charges

Building	Area	Charge
High School	Cafeteria	\$20.00 Per Hour
High School	Kitchen (Cook's presence REQUIRED)	\$10.00 Per Hour + Salary
High School	Cafeteria and Kitchen	\$30.00 Per Hour + Salary
High School	Gymnasium	\$20.00 Per Hour
High School	Individual Classrooms	\$10.00 Per Hour
High School	Auditorium: Non-school groups or organizations shall be assessed per performance	\$150.00
High School	Auditorium: Specialized Lighting (more than on and off)	\$75.00 ½ Day: \$150.00 Day
High School	Auditorium: Specialized Sound (more than the podium and mic)	\$75.00 ½ Day: \$150.00 Day
Middle School	Cafeterium	\$20.00 Per Hour
Middle School	Kitchen (Cook's presence REQUIRED)	\$10.00 Per Hour + Salary
Middle School	Cafeterium with Kitchen (Cook's presence REQUIRED)	\$30.00 Per Hour + Salary
Middle School	Gymnasium	\$20.00 Per Hour
Middle School	Individual Classroom	\$10.00 Per Hour
LES/CCUS	Cafeteria with Kitchen (Cook's presence REQUIRED)	\$20.00 Per Hour
LES/CCUS	Gymnasium	\$20.00 Per Hour
LES/CCUS	Individual Classrooms	\$10.00 Per Hour

CUSTODIANS/COOKS/MAINTENANCE wages are to be charged at:

1. One and one-half (1.5) times the worker's hourly wage for all overtime and Saturdays.
2. Two (2) times the worker's hourly wage for Sundays.

Person indicated as "person in charge" is responsible for the following:

1. Turning off all equipment and lights prior to exiting the building.
2. If no custodian is hired, then return the facilities to the condition it was found.
3. Be the last person to exit the building and make certain that all doors are securely locked down.
4. Assure that the following safety standards are adhered to:

SCHOOL EVENT FIRE SAFETY INSPECTION CHECKLIST

*Please check indicating agreement with statements

EXITING: <input type="checkbox"/> All doors are visible, unobstructed and in working condition. <input type="checkbox"/> All aisles/corridors leading to exits are unobstructed and clear.	FIRE ALARMS: <input type="checkbox"/> Fire alarms are fully functional with no trouble lights. <input type="checkbox"/> Two (2) or more responsible adults are present at all times as a safety watch (i.e., teacher, chaperone, fire or police, etc.)
EXIT/EMERGENCY LIGHTS: <input type="checkbox"/> All exit lights are illuminated and functional <input type="checkbox"/> All emergency lighting is functional	FLAMMABLE DECORATIONS: <input type="checkbox"/> Flammable decorative materials are in compliance with fire codes <input type="checkbox"/> Not displayed near potential ignition sources <input type="checkbox"/> Do not obstruct plain view of exits, fire alarm pull stations, fire extinguishers, or fire hose cabinets. <input type="checkbox"/> Are made flame retardant
FIRE EXTINGUISHERS: <input type="checkbox"/> Fire extinguishers in activity area have been examined and are ready for immediate use	ELECTRICAL: <input type="checkbox"/> All permanent and temporary appliances and devices are energized by approved methods. i.e. approved by the state fire code and/or the electrical code
CONCESSION AREAS: <input type="checkbox"/> Compressed gas cylinders are secured <input type="checkbox"/> Fire extinguishers are in place <input type="checkbox"/> Hood supervision system, where applicable, is in place and fully operational	OCCUPANCY LOADING: <input type="checkbox"/> Accurate occupant load signs are posted <input type="checkbox"/> Provisions are in place to assure that overcrowding will not occur
OPEN FLAME: <input type="checkbox"/> No open flames are displayed or used in the building	FIRE DEPARTMENT: <input type="checkbox"/> Local Fire Department has been notified of event

PLEASE NOTE: All checks for rental facilities and personnel services are to be made out to the Union County College Corner Joint School District and are to be sent directly to the Superintendent's Office, 107 Layman Street, Liberty, Indiana 47353