INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Use of ISBVI Facilities

Policy O-13

It is the policy of the Indiana School for the Blind and Visually Impaired to allow the ISBVI Board, ISBVI Staff, and others to use the ISBVI facilities for civic, educational, cultural, or recreational purposes when application is made, criteria are met as outlined below, and approval from the Superintendent is granted.

The following criteria must be met: 1) application must be made at least 30 days in advance of the proposed use of the ISBVI facilities on approved state forms complete with all required proof of insurance, verifications, documentation, and signatures; 2) the use of the facilities does not interfere or conflict with any ISBVI approved activity; 3) pre-activity planning and preparation, actual use, and post-activity clean-up do not result in disruption or interference with school programs, administration, or activities; 4) the user group(s) can guarantee that they will be responsible for and can provide adequate and responsible supervision of the participants in the activities; 5) the user group(s) agrees to take reasonable care of furniture, equipment and/or grounds and will leave the facility in the same state of cleanliness, order, and condition as it was found; 6) the user group(s) agrees to pay for any damages as a result of negligent, willful damage, or unreasonable use of state property; 7) all user group(s) participants including spectators and organizers agree to follow all school rules, polices, and procedures with respect to traffic control, speed limits, parking, and use or possession of illegal substances, weapons, etc.; and 8) use of the school facilities by commercial groups to promote or sell a product shall not be permitted, but use of the facility by such groups for non-commercial purposes may be approved if all other criteria are met.

There may be a fee assessed for expenses related to the use of the facilities. Users must provide a certificate of insurance, if required by the Superintendent, in the amount of $1,000,000 combined single limit for general liability insurance prior to use of the facility, **particularly if the facility use involves children or involves an area that may be more prone to potential injury or liability, i.e. gymnasium, pool, playground, etc.** The user must name ISBVI as an additional insured on the user's policy.

The ISBVI Board directs the ISBVI Superintendent to ensure that ISBVI staff, contractors, and volunteers comply with this policy consistent with state policy or statutory requirements by:

1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Use of ISBVI Facilities serving notice to staff and volunteers and clearly delineating their responsibilities, expectations, and procedures under this policy;

2) Providing ISBVI staff, contractors, and volunteers with written notice and documenting their receipt of these documents by obtaining their signatures;

3) Affording initial and periodic on-going training to ISBVI staff, contractors, and volunteers on the ISBVI Board Policy on Use of ISBVI Facilities and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-13

Revised: 8/25/25

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____ _____
Date

ISBVI Board Chair: _____ _____
Date