

Beech Grove City Schools Use of School Facilities Forms

The School Board believes that the school facilities of this Corporation should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this Corporation.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or group of citizens and has been approved by the Superintendent or his designee.

Groups Eligible to Use School Facilities (7510 F1)

Group A: School Extracurricular & Support Groups

Group B: Student Centered Community Groups

Group C: Not-for-Profit Community Groups

Priority for Use of School Facilities

Group A has priority over all other groups.

Group B has priority over Group C.

Procedures:

When the building principal schedules the use of a school facility for Group A activities, 7510 F2 does not need to be filled out. Group A events are required to be listed on/shared with the corporation master activities calendar.

Each time a Group B or C organization requests the use of a school facility, 7510 F2 Application for Use of Corporation Property must be completed by the organization requesting the facility. Multiple uses of the facility may be included on one form (i.e. Lions Club every first and third Wednesday of the month for no more than twelve months). New applications must be filled out annually. All required documentation **MUST BE** submitted in order for the usage to be considered

Step One: Form 7510 F2 must be filed with the building principal (or in some cases with the Corporation administration office) at least 30 days prior to use of Corporation property.

Step Two: The building principal makes a preliminary determination to approve or deny form 7510 F2. Approve only after (1) Hold Harmless (Form 7510 F3) is attached/signed and (2) the insurance certificate of liability coverage is attached. If the request is denied at this level, the building principal will inform the organization contact person. If the request is approved, it is sent to the Assistant Superintendent/designee.

Step Three: The Assistant Superintendent/designee will review the application and make the final determination.

Step Four: If the application is denied at this level, the Assistant Superintendent/designee will inform the organization contact person.

Please mark whether additional supervision, security, trash removal, set-up or tear-down, officials or athletic trainers are going to be on site or needed for any event. Groups A or B need to include form 7510 F7, "Request for Certified Athletic Training Services".

CAUTION!: No other building personnel are authorized to approve, deny, or process an Application (i.e. the High School Auditorium Director is not authorized to approve use of the High School Auditorium).

Rules for Groups Using School Facilities

Included with the Agreements will be a set of General Rules (7510 F2 P 2). When the high school pool or high school auditorium is used, an additional set of rules will be included (7510 F5 all pages, 7510 F6 all pages).

Supervision of Groups Using School Facilities

A custodian or maintenance staff employee shall be present at all times when a facility is used. The organization shall pay a **personnel fee** to cover the cost of the staff person. The employee shall be present to open, protect school property and close the facility, not required to supervise children or adults unless agreed upon in special circumstances or due to their involvement. The personnel fee may be waived if the employee volunteers their time for an event or activity. All persons covering an event for pay are required to go through the normal hiring and background check procedures for employment at Beech Grove City Schools **PRIOR** to being scheduled to work an event.

A food service worker (in addition to a custodian or maintenance staff employee) shall be present at all times when a kitchen is used (this requirement follows applicable State Law). The organization shall pay a **personnel fee** to cover the cost of the staff person.

A lifeguard (in addition to a custodian or maintenance staff employee) shall be present at all times when the pool is used (this requirement follows applicable State Law). The organization shall pay an **additional personnel fee** to cover the cost of the staff person.

The high school auditorium director/designee (in addition to a custodian or maintenance staff employee) shall be present at all times when the auditorium is used. The organization shall pay an **additional personnel fee** to cover the cost of the staff person.

Insurance

Groups must have and present evidence of adequate liability insurance for bodily injury and property damage coverage in **a minimum amount of \$500,000**. A certificate of insurance must name the Beech Grove School Board as an additional insured. The requesting organization shall protect and hold harmless any member of the Board or any teacher or other employee of the Beech Grove City Schools from loss, injury, or damage to property, provided such member or employee was acting in the discharge of his duties. Form 7510 F3, "Hold Harmless and Indemnity Agreement", must be signed before approval is granted.

Fees

Applicable fees (7510 F4) shall be determined by the Assistant Superintendent and collected prior to final approval.

BEECH GROVE CITY SCHOOLS-USE OF SCHOOL FACILITIES
Rental Fee Schedule
FACILITY USE FEE PER HOUR

General Classroom	\$25
Elementary Gym	\$50
Elementary Cafeteria	\$50
Elementary Kitchen	\$50
Middle school Main Gym	\$75
Middle School Auxiliary Gym	\$75
Middle Cafeteria	\$50
Middle School Kitchen	\$50
Middle School Football Field/Track	\$75
High School Main Gym	\$75
High School Auxiliary Gym	\$75
High School Cafeteria	\$50
High School Kitchen	\$25
High School Auditorium**	\$200
High School Wrestling Room	\$50
High School Football Field/Track	\$200
High School Baseball Field	\$100
High School Softball (turf) Field	\$100
High School Softball (grass) Field	\$50
High School Pool***	\$75
High School Tennis Courts	\$50

UTILITY & MAINTENANCE FEES

Middle School Football Field (grass)	\$50/hour
Gymnasium	\$50/hour

Football Field (turf)	\$75/hour
Baseball Field (turf)	\$50/hour
Softball Field (turf)	\$25/hour
Auditorium	\$50/hour
All other spaces	\$25/hour

PERSONNEL FEES (two hour minimum)

Custodial/Maintenance/Representative	\$30/hour
Food Service Staff	\$30/hour
Pool Lifeguard Staff	\$30/hour
Auditorium Director	\$35/hour

OTHER FEES

Field Striping	\$150-\$400
Trash Disposal/Clean-up	\$25-\$600

**To the extent any group/organization benefits the students and Beech Grove City Schools the Superintendent or designee may establish fees no greater than the maximum on the above fee schedule.*

****Fees for other facilities or grounds (including snow removal) will be established on an individual basis by the Superintendent of Schools or designee.**

*****Use of Auditorium will require auditorium director staff fees.**

******Use of pool requires a licensed lifeguard on duty for the entire rental time.**

An event is defined as a single continuous facility usage within a 24 hour time period.

Example One: A group wants to use an elementary gym for 10 different Saturday mornings from 8am-Noon. The facility use fee would be \$100.00/hr plus any utility fee and any personnel fee.

Example Two: A group wants to use a General Classroom from 9am-11am and then again from 6pm-8pm. The facility use fee would be \$25.00/hr plus any utility fee and any personnel fee.

BEECH GROVE CITY SCHOOLS-USE OF SCHOOL FACILITIES

GROUP A*	GROUP B*	GROUP C*	GROUP D*
<p>SCHOOL SPONSORED EXTRACURRICULAR & SUPPORT GROUPS</p>	<p>STUDENT CENTERED COMMUNITY GROUPS</p>	<p>NOT-FOR-PROFIT/PHILANTHROPIC COMMUNITY GROUPS</p>	<p><i>For Profit, Non-Beech Grove Student Groups/ Unaffiliated Student Groups, Teams, or Organizations</i></p>
<p>Any building extracurricular group under the direct authority and supervision of the building principal or a specific support group with building principal supervisory authority.</p> <p><u>Extracurricular Group Examples</u> Academic Competitions Athletic Teams Band Concerts Science Fairs</p> <p><u>Building Support Group Examples</u> PTA; PTO School Community Council</p>	<p>Beech Grove Girls' Softball Beech Grove Little League Beech Grove Athletic Boosters Boys' Basketball Beech Grove Athletic Boosters Girls' Basketball Beech Grove Athletic Boosters Cheerleading Beech Grove Athletic Boosters Volleyball Beech Grove Soccer Club Beech Grove Wrestling Cub Scouts Pack 465 Girl Scouts Troop 140 Gymnastic Unlimited Booster Club Holy Name Athletic Association ISWA Beech Grove Wrestling National Junior Tennis League of Indianapolis United States Sports & Fitness Association YMCA of Greater Indianapolis Boys II Men LifeBridge</p>	<p>American Cancer Society Beech Grove Athletic Boosters Adult Recreation League Beech Grove High School Alumni Association Beech Grove Lions Club Beech Grove Parks Department Beech Grove Post #276, American Legion, Inc. City of Beech Grove Friends Foundation Greater Beech Grove Business Association Marion County Election Board Psi Iota Xi, Inc. Purdue University Extension Office St. Francis Hospital Tri Kappa IHSAA Like school groups such as: winter guard teams, band groups, etc...</p>	<p>Indianapolis PAL-AAU Basketball Travel Baseball Dance Competitions Bodybuilding</p> <p><i>Groups/teams whose make up is less than 50%+1 Beech Grove Community membership.</i></p>

*These groupings are examples and not limited to those listed. The Superintendent/designee will determine the group category.

BEECH GROVE CITY SCHOOLS
5334 Hornet Avenue
Beech Grove, IN 46107

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization _____

Description of Organization _____

Name of Contact Person _____

Email Address _____ Phone Number _____

Address _____ City, State, Zip _____

Facility Requested _____

Date(s) Requested _____

Time(s) Requested _____

Describe event: _____

Attendance Expected _____ Admission to be charged ___ Yes ___ No

Will merchandise/food be available for sale? ___ Yes ___ No Certified Athletic Trainer needed? ___ Yes ___ No

I hereby certify that the organization named above shall assume responsibility for any damage sustained to the school premises, furniture, or equipment, resulting from the use of the school facilities by our organization. The organization shall be responsible for any injury to a person using said facilities and shall **HOLD HARMLESS** the Beech Grove City Schools from liability for such injury.

A Certificate of Insurance with a minimum of \$500,000 on property loss and liability is required listing Beech Grove City Schools as an additional insured holder.

Signature of Contact Person _____

CORPORATION DETERMINATION

Group Category (A)___ (B)___ (C)___ Hold Harmless Agreement attached: YES NO
Liability Insurance Certificate attached: YES NO

Building Principal _____
(All 3 items must be attached before approval is allowed) Denied (Date) _____ Approved (Date) _____

Pool/Auditorium Director _____
(If Applicable) Denied (Date) _____ Approved (Date) _____

Assistant Superintendent _____
Denied (Date) _____ Approved (Date) _____

Fees: _____ Facility Fee _____ Utility Fee _____ Personnel Fee _____ Other Fee

Fees Received: _____ Date _____

Copies to: Contact Person, Building Principal, Assistant Superintendent

Last Update: August 2013

BEECH GROVE CITY SCHOOLS
5334 Hornet Avenue
Beech Grove, IN 46107

GENERAL RULES AND REGULATIONS FOR USE OF CORPORATION PROPERTY

The group contact person is responsible for reviewing these general rules and regulations with the entire group prior to using Corporation property.

1. The group contact person is responsible for providing supervision of children and adults in the facility during the time the facility is used.
2. Consumption of alcohol, use or possession of illegal substances, smoking, or gambling on school property are all strictly prohibited.
3. Repair or replacement of damaged Corporation property or equipment shall be the responsibility of the group.
4. The group shall provide necessary supporting personnel such as police, firemen, medical personnel, and parking attendants. The group shall also pay a fee for custodial/maintenance/food service/lifeguard/auditorium director personnel assigned by the Corporation to be present to open, protect school property and close the facility, not to supervise children or adults.
5. Equipment, musical instruments, and machines may not be moved nor used unless authorized by the building principal or Assistant Superintendent. Use of stage lighting, scoreboards, scenery, projectors, public address systems, organs, pianos, etc., will not be permitted unless operated by authorized personnel and previously approved on the application. A tuning charge will be assessed when a piano is moved.
6. Established parking areas shall be used for all vehicles. At no time shall areas that are in grass or landscaping be used for parking.
7. A report of any personal injury must be submitted to the Corporation office by the group contact person within twenty-four hours after such injury.
8. A report of any property damage must be submitted to the Corporation office by the group contact person within twenty-four hours after such damage.
9. No signs, displays, or other material may be located in or on school property unless specified on the application and approved by the Assistant Superintendent.
10. An approval to use Corporation property shall not be transferable to any other person or group.
11. Payment of fees shall be made to the Beech Grove City Schools in advance. Payments shall not be made directly to any individual.

**BEECH GROVE CITY SCHOOLS – USE OF SCHOOL FACILITIES
HOLD HARMLESS AND INDEMNITY AGREEMENT**

WHEREAS, the School City of Beech Grove, Indiana has granted to the undersigned the privilege of using a school facility or certain school real and/or personal property, specifically described as follows:

Building: _____ Room/Rooms: _____

Parking Facilities: _____

Equipment or other personal property: _____ Description: _____

Serial Number: _____

for a period from the _____ day of _____, 20__ at _____ o'clock ____M.

to the _____ day of _____, 20__ at _____ o'clock ____M.

As per Application #: _____.

WHEREAS, the undersigned has agreed to return said premises and/or equipment to the School City in the same or better condition at the termination of the above described period of time; and

WHEREAS, the School City of Beech Grove desires to be indemnified against any loss or damage which it might sustain by reason of the willful or negligent acts of the undersigned, its servants, assigns, subcontractors or agents while using or occupying said premises or having possession or control of said equipment described above; and

WHEREAS the School City of Beech Grove desires to be indemnified against any and all liability, loss, damages, expenses (including cost of investigation and attorney fees), damages and costs which the School City of Beech Grove may hereafter incur, suffer or be required to pay by reason of injury or damage to any person or entity through the neglect or willful act of the undersigned, its assignees, servants, subcontractors or agents while being in possession of or occupying said school premises or while being in possession or control of said equipment described above; and

WHEREAS, the undersigned indemnitor, in consideration of the privilege of the use granted by the School City of Beech Grove has agreed to indemnify the School City of Beech Grove as herein provided and to provide the School City of Beech Grove with evidence of liability insurance in full force and effect for the period described above, naming the School City of Beech Grove, Indiana as an additional insured under said insurance contract with limits of at least \$500,000 combined single limit of liability for bodily injury and property damage.

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the undersigned indemnitor hereby agrees that he/she/it will at all times hereafter indemnify and hold harmless the School City of Beech Grove, its Board of Trustees, officers, servants, and agents from all loss, damage, costs, expense ((including cost of investigation and attorney fees) which the School City of Beech Grove, its Board of Trustees, officers, servants, and agents may hereafter incur, suffer or be required to pay by reason of injury or damage to any person or entity through the willful or negligent acts of the undersigned, its assigns, servants, subcontractors or agents while using or occupying said premises or being in possession or control of said equipment as described above. The undersigned further agrees to furnish proof of the above described liability insurance showing the School City of Beech Grove as an additional insured prior to occupying said premises or taking control or possession of said equipment. The undersigned further agreed to surrender said premises and/or equipment upon the termination of the period described above in the same or better condition than received by the undersigned. The undersigned understands that this agreement shall in no way be considered a lease of said premises or equipment, but instead is the simple grant of privilege to use a publicly owned facility or publicly owned equipment for the period set out above, and such use is subject to all rules, regulations and directions of the School City of Beech Grove, its Board of Trustees, officers, servants, and agents. The privilege granted herein may be terminated or cancelled and declared null and void at any time by the School City of Beech Grove neither verbally nor in writing.

Executed this _____ day of _____, 20__.

By: _____
(Name of Organization or Individual)
President or Vice-President

Attest:

Secretary of Organization

Received this _____ day of _____, 20__
Responsible Individual
SCHOOL CITY OF BEECH GROVE, INDIANA

By: _____
Authorized Agent

BEECH GROVE CITY SCHOOLS – USE OF SCHOOL FACILITIES
SWIMMING POOL POLICY FOR SCHOOL PERSONNEL
AT
BEECH GROVE HIGH SCHOOL

Access to the pool for other than swimming coaches with swim teams, or swim classes is limited to the following:

- A. Maintenance or custodial staff responsible for cleaning of pool;
- B. School groups that have requested permission through proper form;
- C. Non-school groups that have requested permission through proper form.

All school groups other than swim classes and swim teams must request permission from the principal or his appointee in order to gain pool use.

The person in charge of the group must fill out the "Application for Pool Use at Beech Grove High School" in full and be the person willing to assume the responsibility for the group's actions and behavior.

All individuals desiring to be a lifeguard at the pool must be approved by the Beech Grove High School aquatic staff and be named on their official list.

APPLICATION
FOR
POOL USE AT BEECH GROVE HIGH SCHOOL

Name of group desiring pool use: _____

Number of persons in swimming group: _____
 (Groups larger than 40 swimmers will require two lifeguards.)

Date of Desired Pool Use	Time of Desired Pool Use
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Signature of qualified lifeguard assuming responsibility for pool safety:

Signature of adult school person (a) assuming responsibility for the facility and assisting in the supervision of swimmers; and (b) who has read the rules and is willing to assist in enforcing them:

Application Approved By: _____ Application Approved By: _____

 Pool Director

 Principal

 Assistant Superintendent/Designee

BEECH GROVE CITY SCHOOLS-USE OF SCHOOL FACILITIES

RULES/REGULATIONS FOR USE OF BEECH GROVE HIGH SCHOOL SWIMMING POOL

The group contact person is responsible for reviewing these general rules and regulations with the entire group prior to using the high school swimming pools.

1. A certified lifeguard must be present when the pool is in use, more information and the sign-off sheet can be found on the next page.
2. All persons using the swimming pool must take a shower prior to entering the pool using warm water to thoroughly soak your bathing suit and hair.
3. All persons having skin disease, sore or inflamed eyes, ear discharge or any communicable disease shall not be permitted to use the pool.
4. Cuts, open blisters or raw skin surfaces are likely to become infected. Persons having such conditions are advised not to use the pool.
5. Spitting, spouting water, blowing of nose, etc... in the pool or on the pool deck are not permitted.
6. Food, gum, and beverages are prohibited.
7. Gym shorts may not be used as swimming shorts.

Safety

1. Unnecessary roughness, pushing or running in the pool area is prohibited.
2. No one is allowed to swim in the pool alone. Never enter the pool when it is unguarded.
3. The pool Director or lifeguard on duty is in complete authority when the pool is open. Violation of his/her instructions shall result in termination of the privilege of pool use.
4. Non-swimmers shall confine their activities in the shallow end west of the lifeline in the pool.

Diving Board

1. Only one person at a time shall be allowed to use the diving board. Double diving will not be permitted.
2. Diving shall be done in forward direction only. Diving toward the pool sides is prohibited.
3. Divers and swimmers must keep the area around the diving board clear. A diver, however, is required to delay a dive until swimmers are clear of the diving area.
4. Multiple bouncing of the board is dangerous. Take only one bounce.

Locker Rooms

Do not leave any valuables in the locker room(s)

MINIMUM SUPERVISION REQUIREMENTS FOR BEECH GROVE HIGH SCHOOL SWIMMING POOL

Swim Classes During the School Day:

Supervision by the teacher (Water Safety Instructor certified), one (1) adult (Lifeguard certified) employed by Beech Grove City Schools and two (2) or more student spotters from class.

Swim Practices and Meets: (Including Elementary Teams and Organized Private Teams)

Supervision by the coach(es). One (1) certified lifeguard on duty, age 16 or older, (who possesses current certificates for the following: 1) current basic life guarding, 2) lifeguard training, 3) Cardiopulmonary resuscitation (adult, child, and infant), and 4) standard first aid course) and an appropriate number of certified instructors for the type of instruction/practice being offered.

Other School Sponsored Swimming Competitions and/or Instruction (Including Elementary):

Supervision by one (1) certified adult lifeguard, age 18 or older, (who possesses current certificates for the following: 1) current basic lifeguarding, 2) lifeguard training, 3) Cardiopulmonary resuscitation (adult, child and infant), and 4) standard first aid course), and one (1) other certified lifeguard per 25 swimmers.

Other Non-School Sponsored Swimming Competitions and/or Instruction:

Supervision by one (1) certified adult lifeguard, age 18 or older, (who possesses current certificates for the following: 1) current basic lifeguarding, 2) lifeguard training, 3) Cardiopulmonary resuscitation (adult, child, and infant), and 4) standard first aid course) and one (1) other certified lifeguard per 25 swimmers.

Non-athletic/Free time or Celebration Swimming Activities: Administration does not recommend the use of the corporation swimming pool for non-athletic groups. Too many requirements are necessary to fully understand the physical ability of the students, their current medical conditions, staff available to supervise and liability insurance carrier concerns.

General Rules

When the swimming pool is not open for use, access to the pool shall be prevented by a fixed barrier with a locked entrance and a sign stating "POOL CLOSED" in clearly legible letters at least four (4) inches high affixed to the entrance enclosure.

When on duty in non-competitive swimming situations, lifeguards shall not perform any duties other than lifeguarding and shall not be in the water except in the line of duty.

Water Safety Instructor and lifeguard certification must come from the Red Cross or the YMCA. Lifeguards must be dressed in swimsuits. Shorts may be worn over swimsuits. Swim shoes may be worn.

During swim classes, if both the required WSI certified teacher and the required lifeguard are not present at any time, the swimmers must get out of the pool.

In non-competitive and non-class situations, if both the required adult certified lifeguard and the required lifeguard(s) are not present at any time, the swimmers must get out of the pool.

Signature Below Indicates Groups/Organizations Are Responsible to Follow Rules Listed Above:

Name: _____

Date: _____

**BEECH GROVE CITY SCHOOLS -USE OF SCHOOL FACILITIES
APPLICATION FOR USE OF MIKE MCMORROW AUDITORIUM**

The group contact person is responsible for reviewing these general rules and regulations with the entire group prior to using the Mike McMorrow Auditorium.

Please submit with form 7510 F2 and 7510 F3 to the Assistant Superintendent/designee.

Name of Organization _____
Date of Use

Name of Contact Person _____
Beginning Time _____
Ending Time

Please check all the facilities and equipment you are requesting:

_____ Back classroom only (east or west or both)

_____ Mic in back classroom(s)

_____ Curtain drawn on back classroom(s)

_____ Main house

_____ Stage

_____ Special stage lighting

_____ Mics on stage or main floor

_____ Podium on stage or main floor

_____ House sound (use of tape playback or mics)

_____ Platforms

_____ Acoustical shell

_____ TV monitors

_____ Other (please describe)

Signature of Contact Person

Date

BEECH GROVE CITY SCHOOLS –USE OF SCHOOL FACILITIES

RULES/REGULATIONS FOR USE OF MIKE MCMORROW AUDITORIUM

The group contact person is responsible for reviewing these general rules and regulations with the entire group prior to using the Mike McMorrow Auditorium.

1. The high school auditorium director must be present when the auditorium is used.
2. An auditorium checklist must be completed as part of the application for use process. This checklist will assist in technical aspects of the set-up and show production.
3. The catwalk, light booth, and fly gallery systems may only be operated by a trained technician – no guests allowed in these areas during production.
4. The bathrooms, dressing rooms, and adjacent band room can be made available upon request.
5. Tools, equipment, props and supplies can be stored in the scene shop area but not the wings of the stage area; storage of such items may not block entrances/exits or marked fire-safety areas.
6. No merchandise or services can be sold without prior approval by the Assistant Superintendent of Schools/designee.
7. No food or drink shall be brought into auditorium. Concessions may be sold but limited to the lobby and designated areas.
8. Corporation equipment and tools cannot be used without supervision.
9. Only vinyl stage tape can be used on the stage floor.

BEECH GROVE CITY SCHOOLS --USE OF SCHOOL FACILITIES

REQUEST FOR CERTIFIED ATHLETIC TRAINING SERVICES

This form is a request for a certified athletic trainer and additional services for an athletic event. This form should be used 30 days in advance with an approved facility request application. These services may be denied based upon the nature of the event, due to a lack of appropriate connection to the Beech Grove City Schools Athletic Department, or because of staffing issues. The cooperation between Community Health Network and BGCS extends to recognized sporting events in conjunction with BGCS programming and requires the approval and recommendation of either the middle school or high school athletic director as well as the building principal.

This request should also be used for any non-high school event where additional hours are being requested for certified athletic training expectations or requests outside of the high school athletic trainers normal working hours.

Applicant understands an additional fee and fees for supplies may be required for certified athletic training services.

Group: _____

Event: _____

Dates requested: _____ Start Time: _____

Approx. End Time: _____

Services needed:

_____ General Training services/accident/injury

_____ Ice available

_____ Taping of athletes

_____ Field athletic/contest availability

_____ Coolers of Water and Cups

_____ EMS On-site

_____ Supplies needed (bandages/tape/wraps, etc.)

_____ Blood/Bodily Fluid clean-up

_____ Special devices or instruction needed (explain): _____

Contact name and number of coach/supervisor on duty: _____

Approved: _____ Not Approved: _____

Building Administrator/Athletic Director signature: _____ Date: _____

Assistant Superintendent approval: _____ Date: _____

Person contacted and determination of services available: _____

Certified athletic trainer to be on duty: _____ Contact information: _____

Note: Concussion/Emergency Policies and decisions----→ATC has final say.

Last Update: April 2013



Prevent. Promote. Protect.

February 15, 2016

Food and Consumer Safety

3840 North Sherman Drive, Lower Level | Indianapolis, IN 46226

PH317-221-2222 | FAX 317-221-3070

www.mchd.com

Dear Principal,

The Department of Food and Consumer safety would like to take this opportunity to review the regulations and requirements for food service in Marion County. Last year, we received several questions about fundraisers, events and outside entities serving food within the local schools.

The school foodservice program on record is licensed to serve food within the schools. As a courtesy, we have made accommodations for concession stands operated by parents to operate under that licensure. The Health and Hospital Code, Section 8-201 states that a person may not operate a food establishment without a license. Fast food restaurant sales, food vendors at games, student coffee shops, PTO/PTA craft fairs, community dinners and student organizations selling food may need to register as events and be licensed and inspected.

Indiana Code 16-18-2-137 allows an organization that is exempt from taxation under Section 501 of the Internal Revenue Serve Code to be exempt from licensure for food events benefitting the organization. The tax exempt organization would need to present their IRS Letter of Determination to our office. The law only allows for operation of events conducted by the organization to take place for not more than fifteen days in a calendar year.

The organizer of an event where food is sold or given away must register the event with the Department of Food and Consumer Safety at least thirty days before the date of the event. A temporary food establishment license is required for food service vendors operating at events or selling food at the school.

Craft fairs and fundraisers have invited people to sell home prepared foods. 410 IAC 7-24 requires that food must be from an approved source and food prepared in a private home may not be used or offered for human consumption in a retail food establishment. All vendors must be approved and meet the criteria of our food code.

Please ensure that the PTO/PTA's, student organizations and outside food vendors are aware of the requirements when organizing a temporary event offering food. I have included an event organizer registration application for reference.

If you have any questions or if any event organizers need further guidance, please contact me at (317) 221-2256, or you may email me at kwhiting@marionhealth.org.

Sincerely,

Kelli Whiting

Kelli Whiting

Coordinator of Temporary Food Events



Prevent. Promote. Protect.

Mail to: Department of Food & Consumer Safety
 3840 N. Sherman Drive, Lower Level
 Indianapolis, IN 46226
 Phone (317) 221-2222
 Fax (317) 221-3070
 Or Email To: kwhiting@marionhealth.org

Dear Temporary Event Organizer:

Attached is a copy of the Registration Application for organizers of events serving food in Marion County. The ordinance requires an organizer of an event at which temporary food establishments operate to register with the Marion County Public Health Department (MCPHD) at least 30 days prior to the event regardless of whether there is a charge for food. There is no charge for the registration. The event organizer shall submit a site map of the event area detailing vendor locations, toilet and handwashing facilities, drinking water access for food vendors, and trash receptacles for vendors and patrons.

Once you submit your registration application, you will receive a confirmation of registration within five business days. The registration will indicate the number of toilet and handwashing facilities needed for basic sanitation at the event. The registration will note if grease containers and wastewater containers need to be provided for the food vendors. You will need to provide trash boxes throughout the event area and next to the toilet facilities. When ordering portable toilets remember that handwashing facilities separate from the toilets are required. Hand sanitizer is not a substitute for hand washing.

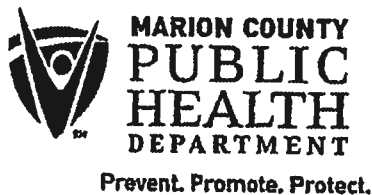
Food vendors are required to obtain a temporary food service license when operating outside their licensed facility. We will only license food vendors that are listed on the registration form submitted by the organizer. The vendors may apply for their licenses Monday through Friday from 8 a.m. to 4:30 p.m., but they must obtain their licenses at least 48 hours before the event begins. There is a fee for the temporary license and a list of guidelines the vendors must follow as part of licensure. Licenses for temporary events must be paid in cash, cashier's check, certified check, or money order only. **Personal or company checks will not be accepted.** Only vendors meeting the definition of a food establishment will be issued a temporary food establishment license. The list of food vendors & site map shall be submitted at a minimum of 10 days prior to the event.

A Certified Food Handler is required for food vendors distributing certain types of foods. Please confirm that the food vendors you invite to participate in your event meet these standards. There are also new licensing guidelines from the City of Indianapolis Special Events. Contact DeAnn Milliken at (317) 327-4849.

It is also the organizer's responsibility to provide access to drinking water from an approved source for the duration of the event. The water access is to be utilized by the food vendors for handwashing, sanitation and general use in the food stand.

This registration allows MCPHD staff to ensure that food vendors are made aware of local health codes prior to the event. It will remain MCPHD's responsibility to ensure that food vendors are properly licensed and that food is served in a safe and sanitary manner.

The registration application can be faxed or emailed to our office. If you have further questions regarding the registration process contact Kelli Whiting, Coordinator of Temporary Events at (317) 221-2256 or visit our website at <http://marionhealth.org>.



Mail to: Department of Food & Consumer Safety
3840 N. Sherman Drive, Lower Level
Indianapolis, IN 46226
Phone (317) 221-2222
Fax (317) 221-3070
Or Email To: kwhiting@marionhealth.org

EVENT ORGANIZER REGISTRATION APPLICATION

Please submit the front page of this registration application 30 days prior to the event.
PLEASE PRINT

Event/Festival Name _____ Organizer name _____

Event/Festival Address _____ Organizer address _____

Person in charge _____ City/State/Zip _____

Telephone for person in charge _____ Fax _____

E-mail address _____

Date of event _____

Event hours _____ Food will be served starting at _____

Number of people expected daily _____

Is alcohol being served at this event? YES NO

Water will be provided from what source? On-site spigot Other: _____

How many permanent toilet facilities are available for the event patrons to use? If none, please write in "0"
Men _____ Women _____

Organizers should provide basic sanitation during the event including: adequate toilets, handwashing, and garbage and refuse containers.

Number of food establishments at event (Please include carnivals & beverages): _____

Number of licensed food trucks/carts: _____

Number of vendors frying food on site: _____

Complete the vendor list on the back of this form. If you use a form that includes this information attach it to the registration application. Only vendors meeting the definition of a food establishment will be issued a temporary food establishment license. The organizer may add vendors to the registration up to 10 days prior to the event by calling (317) 221-2222.

****Submit the food vendor list 10 days prior to the event. Please ensure food vendors have a licensed retail food establishment or approved concession trailer and a certified food handler.****

Name of Event: _____ Date of Event: _____

Name of establishment

Contact person

Phone number

Type of food

-Include area code-

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 1. _____

Signature: _____ Date: _____