



WASHINGTON
TOWNSHIP SCHOOLS

International Baccalaureate World School District
8550 Woodfield Crossing Blvd. | Indianapolis, IN 46240-2478
www.msdt.k12.in.us

To: Organizations Using WT Facilities
From: Josh Bolles, Assistant Director of Operations
MEMO: UPDATED Use of School Property & Facilities
DATE: September 10, 2021

Groups and/or Organizations using MSDWT facilities must adhere to the COVID 19 protocols and guidelines listed below.

Important information regarding new usage fees for exterior facilities effective August 1, 2022 is also outlined below.

COVID Related Guidelines & Protocols

- The COVID related guidelines and protocols listed below are all pertinent to the date/time of use of facility, not date of application since COVID information can change quickly
- All groups and events must follow current [Marion County Public Health Department Coronavirus](#) guidelines as well as protocols in the MSDWT Health and Safety COVID 19 Protocols.
- Attendees must practice social distancing and wear masks at all times. Approved groups will be responsible for ensuring that all attendees practice social distancing and wear masks while indoors.
- Capacity for all approved events must adhere to current Marion County Health Department guidelines.
- Use of facilities is suspended immediately when schools are closed due to COVID- 19;
- The following organizations are exempt from the use of facilities COVID-19 modifications:), Washington Township Little League (Westlane Baseball Diamonds), Allisonville Youth Baseball/Softball (Clearwater Elementary School Fields), Glendale Soccer (Clearwater Elementary School Fields), Holt House Boy Scouts (John Strange), AYS (locations determined in collaboration with WT)

The health and safety of our students and staff remains a priority for the district, and we appreciate your patience and cooperation during this challenging time.

Important Facility Use Information

- ALL groups must submit for requested use of facilities through the District process
- **Approval will be based on facility and custodial availability.**
- **The online “Application to Rent Facilities” must be submitted at least 30 days in advance of the requested facility use.** This includes groups requesting a space to host a meeting

(HOA, Professional Development, Scouts, etc.). Advance notice is necessary in order to schedule adequate custodial coverage for events.

- All MSDWT groups and events will take precedence over non-MSDWT groups request for use.
- Non-MSDWT groups and events must coordinate with building administrators and/or athletic directors in order to ensure that non-MSDWT events do not overlap with MSDWT events. Adequate time between events must be given to custodial teams so that spaces can be cleaned and disinfected prior to MSDWT student use.
- Facilities under renovation/construction may be limited to MSDWT groups and events only.

Fee Schedule Update - Exterior Facilities Effective August 1, 2022

On August 25, 2021 the MSDWT School Board approved fees for the use of exterior facilities. To view exterior facility usage rates, please refer to the [Exterior Facilities Fee Table Hourly Rental Rates](#) located under the Facility Rental Information tab on the District website.

Exterior Facilities (Football, Soccer, Softball, Baseball, Lacrosse, Rugby, Track, Tennis)

- Use of facilities for MSDWT groups and/or school related activities that request facilities on a relatively limited basis may have the rental fee waived but may be required to pay any direct costs incurred by the school district associated with this use.
- Custodial clean-up and maintenance personnel shall be charged at a rate of \$45.00 per hour per person (2-hour minimum).
- Security police shall be employed by the school district for stadium and parking lot duty at a rate of \$45.00 per hour per person.
- If an event requires the use of stadium or field lights, an additional fee of \$10/hour will be assessed for all Class 2 and Class 3 groups.
- If an event requires the use of a scoreboard, an additional fee of \$5/hour will be assessed for all Class 2 and Class 3 groups.
- All scoreboards and field lights must be operated by an approved MSDWT employee, and may require additional hourly fees for district employees.
- Ticket sellers, ticket takers, ushers, and program vendors will be furnished by the renter.
- Additional charges may be assessed for special set-ups.

If you have additional questions about district facility use, please contact:

Josh Bolles, Assistant Director of Operations
317-205-3332 x77264
jbolles@msdwt.k12.in.us

Additional MSDWT Facility Use Information can be found on the website below.

<https://www.msdwt.k12.in.us/facility-rental/>