

Week-end Event & Practice Administrative Guideline

1. Single special events such as Heritage Festival, Relay for Life, and the Steuben County Choir Concert may remain on Sundays.
2. No Sunday event or Sunday practice can start before noon unless a waiver is granted through the Prairie Heights Community School Board. (See #5 and #6 for additional information.)
3. When a majority of the students on a team/club/organization come from a particular building an attempt should be made to schedule the event or practice in the building from which the student group comes from. Only after a scheduling attempt has been made and the request has been turned down should the coach/sponsor look at scheduling at a different building.
4. A Prairie Heights Community School Corporation sponsored event or practice is one which is under the direction of a Prairie Heights principal &/or athletic director. The coach/sponsor of the event or practice is a board approved paid Prairie Heights coach/sponsor or a board approved volunteer coach/sponsor.
5. An event is where the community is invited to watch the game/performance.
 - A. The game/performance must be scheduled through the building secretary and athletic director. Sunday events must be approved by the school board.
 - B. Week-end building events will need to have a custodian on duty in case there is an emergency that occurs while the event is in progress and to open and lock the building once the performance/game is over.
 - C. If it is a Prairie Heights Community School Corporation sponsored event the school corporation will flex the custodial weekly hours in order to cover the event.
 - D. If it is not a Prairie Heights Community School Corporation sponsored event (see #4) then that organization/team must complete and submit a Facility Use Form and show that they are covered by a \$1,000,000 liability insurance policy, pay the one time per year facility cost fee, and pay the time and a half custodial cost. Custodial costs are by performance/game not a one time cost.
 - E. The outside organization/team can always ask for a waiver from the school board for the facility fee and custodian cost.
6. A week-end practice is when a coach or sponsor uses the building in order to improve the performance of his/her team/club/organization. It is not a performance/game for the public.
 - A. Every effort should be made to schedule practices on days other than Sundays.
 - B. All practices must be scheduled through the building secretary and athletic director by the person who will be in charge of the practice. Before Sunday practices begin, all Sunday practices must be approved by the School Board.
 - C. According to the I.H.S.A.A. rules no school corporation sponsored high school team can practice on Sundays.
 - D. Coaches/sponsors of teams/organizations that are not sponsored by the Prairie Heights Community School Corporation (see #4) must complete a Facility Use Form and show that they are covered by a \$1,000,000 liability insurance policy and pay the one time per year facility cost fee.
 - E. The sponsor/coach will be responsible to open and lock the facility.
 - F. A list of emergency call numbers will be given to the coach/sponsor so if there is an emergency in the building the sponsor/coach will be able to make an emergency contact. The time and a half cost of having a custodian come to the building because of an emergency that was caused by the team/organization will be passed onto the organization/team if it is not a Prairie Heights Community School Corporation sponsored organization/team.