

Board Action Date: \_\_\_\_\_: Approved / Denied

Form Updated: 5/ 15/17

Motion: w/Waiver of Fee: Y or N &/Or Waiver of Certificate of Liability: Y or N: \_\_\_\_\_ Second: \_\_\_\_\_

**APPLICATION FOR USE OF FACILITIES:**

IMPORTANT: ALL FACILITY REQUESTS MUST BE SCHEDULED AND SIGNED BY BUILDING PRINCIPAL PRIOR TO SCHOOL BOARD APPROVAL

Application is hereby made for use of Switzerland County School Corporation Facilities as follows:

\_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_, \_\_\_\_\_  
(Building/Facility Requested) (day of week) / (date) (yr.)

from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_,  
(start time) (end time) (Purpose)

with admission charge of \$\_\_\_\_\_. DATE OF APPLICATION: \_\_\_\_\_

**RULES AND REGULATIONS:**

1. Fees for use of the Corporation’s Facilities are as follows:
  - A. Cafetorium: At the high school, middle school and grade schools costs \$50.00/day.
  - B. Classrooms: At any school are \$20.00/day.
  - C. Kitchen: May not be rented.
  - D. Gymnasiums: May be rented at \$50.00/day.
2. Every precaution must be taken to assure proper care of the building and its equipment. Any damage resulting from misuse or abuse must be reported at once and repaired or paid for by applicant.
3. The right is reserved by the school to cancel this permit if the facilities are found to be needed for use by school authorities.
4. The users shall pay the custodian’s wages at their regular hourly rate for the supervisory services that are required by school authorities and for the period of time required in cleaning. Custodian is to be assigned by the building principal.
5. Arrangements for use of school-owned equipment, including sound systems, on school property must be made in advance. A charge shall be made for trained personnel of the School to operate the equipment.
6. Unless specifically waived by the Board, school facilities shall not be used for any of the following purposes:
  - A. For any public dance.
  - B. For any program which includes any form of gambling.
  - C. For commercial or personal gain.
  - D. For private classes for the instruction of children or adults.
  - E. For any money raising activity *unless* the proceeds thereof are used for school purposes or for approved charitable, educational, character-building, or other community welfare purposes.
7. There shall be no use of alcoholic beverages on school property at any time. Use of tobacco by individuals is as governed by law.
8. Failure on the part of any organization to comply with these regulations will result in future use of school facilities being denied that organization.
9. **A certificate of liability in the amount of \$1 million shall be provided prior to use.**
10. The entity using a school facility shall indemnify and hold the Switz. Co. School Corp. and it’s Board harmless from any liability or loss resulting from acts, or omissions to act, during the time the facility is being used.
11. School Facilities shall not be used for any purpose harmful to our democratic way of life or that is not in the best interest of the community.

*All Use of Facilities applications must be approved by the Board prior to use. The signing of this application is in agreement of the fact that ALL RULES AND REGULATIONS printed on this application have been read, are fully understood, and are entirely and wholly agreed to without reservation or exception.*

\_\_\_\_\_  
NAME OF ORGANIZATION

\_\_\_\_\_  
NAME & TITLE OF REQUESTING INDIVIDUAL

\_\_\_\_\_  
ADDRESS OF REQUESTING INDIVIDUAL

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
REQUESTING INDIVIDUAL’S SIGNATURE

\_\_\_\_\_  
BUILDING PRINCIPAL’S SIGNATURE / (DATE)