

REQUEST FOR USE OF FACILITIES

TO BE COMPLETED BY APPLICANT

Check the facilities desired:

<u>FACILITY</u>	<u>PER HOUR FEE</u>
Classrooms: \$ _____ Number of Classrooms Desired _____ Location - Room Number(s): _____ _____	
Library _____	\$ _____
Gymnasium _____	\$ _____
Kitchen _____	\$ _____
Cafeteria _____	\$ _____
Auditorium _____	\$ _____
Swimming Pool _____	\$ _____
Computer Lab _____	\$ _____
Ind. Arts Room _____	\$ _____
Other Building Space: \$ _____ Specify Space and Location: _____ _____ _____	
Playfield: _____	\$ _____

Group/Individual Making Request _____

Percentage of persons in the group who are residents of the School Corporation: _____%

Address of Applicant: (Street) _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Business Phone: () _____

Request for Facility Use Building _____

1. Purpose of function (Brief): _____
2. Cost of admission or fees: \$ _____
3. Describe any items to be sold: _____

4. Purpose of money received. _____

5. Type of materials to be distributed? _____

6. Number of people attending? _____
7. Day(s) and Date(s) and Time(s) needed: _____

8. Equipment requested. Describe in detail (number of chairs, number and type of tables, movie projector, PA system, etc.)

9. Describe setup required, if other than normal: _____

10. A \$ _____ deposit is required for those in categories 3, 4, and 5 as specified in administrative guidelines for Board policy 7510. The deposit is refundable with forty-eight (48) hour notice of cancel option.
11. User fees are due and payable upon receipt of School Corporation billings which will be made at the conclusion of use.

"The applicant hereby agrees to indemnify and hold harmless the School Corporation from any liability for damages to any person or property in or about the School Corporation premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

Applicant _____ Date _____
Signature

Request for Facility Use Building _____

Category of User (See AG 7510B)

- 1. Category 1 _____
- 2. Category 2 _____
- 3. Category 3 _____
- 4. Category 4 _____
- 5. Category 5 _____

Final Charges to User:	Estimated <u>Cost</u>	Actual Cost <u>to Date</u>	<u>Actual Cost</u>
1. Facility Rental	_____	_____	_____
2. Equipment Rental	_____	_____	_____
3. Custodial Cost	_____	_____	_____
4. Food Service Cost	_____	_____	_____
5. Lifeguard Cost	_____	_____	_____
6. Damages	_____	_____	_____
7. Other:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL COST:	_____	_____	_____
LESS DEPOSIT RECEIVED:	_____	_____	_____
<u>BALANCE OWED:</u>	_____	_____	_____

_____ This request is fully approved except for any limitations noted under "Comments" below.

_____ This request is **NOT** approved. Reasons noted under "Comments" below.

COMMENTS: _____

Signed: _____ Date: _____

Request for Facility Use Building _____

NOTE TO BUILDING ADMINISTRATOR:

- A. If approved, send original copy of this form along with the deposit to the _____ . If not approved, send a photocopy to the applicant with the deposit.
- B. The following must be done by the next Wednesday following the last day of use:
1. Complete the "Final Cost" column.
 2. Stamp with red ink "OK to Bill" in upper right corner.
 3. Send the red stamped copy to the _____ in the _____ .
- C. When the bill is sent to the user, a copy will be sent to the _____ .
- D. The _____ will attach the copy of Final bill to the copy of the approved application and place it in a Closed file.
- E. On the first work day of each month, the _____ will check all open files. If bills have not been received as required, a memorandum will be sent to the respective building administrator asking for an explanation. A copy of that memo will be sent to the _____ .