

LOOGOOTEE COMMUNITY SCHOOL CORPORATION
Facility Use Form

This form must be completed and submitted to the Central Office for approval two weeks prior to the date of requested use. A signed copy authorizing use of the requested facility will be returned to the applicant prior to use of the facility.

Name of Organization: _____ **Date:** _____

Contact Person: _____ **Phone:** _____

Date(s) of Use of Facility: _____
(include practice dates if needed)

Beginning and Ending Time: _____ **Total Hours:** _____

Facilities Requested: _____

Description of activity: _____

Facility/Technology Needs: ___ Mic ___ Video Projector ___ Stage Lighting
 ___ Podium ___ Screen ___ Stage Sound
Other _____

Statement of Charges: (to be completed by the school)

Rental Fee \$ _____ Custodial/Security Fee \$ _____

Cooks Fee \$ _____ Technology Fee \$ _____

Total Fees \$ _____ **Make checks payable to Loogootee Community Schools**

NOTE: The Loogootee Community Schools will not be responsible for injuries, thefts, or any legal actions from the use of school facilities by rental. Any liability which may be involved shall be assumed by the rental organization or individual. Rental organization or individual is required to provide a certificate of liability of insurance in the amount of no less than \$1,000,000 with the application. In some cases signatures of all participants or their guardians releasing Loogootee Community School Corporation from liability may be accepted in lieu of liability insurance.

Approved by:

Superintendent

Date Approved by Superintendent

Date form returned to organization

School use only:

School personnel working: _____

Security (who will open and close facility) _____

Special notes: _____

REGULATIONS

User or rental applicants must complete a form which is available at the Central Office. The completed form should be returned to the Central Office. This form requires all non-school related groups or individuals to indemnify and hold harmless the corporation for and from any and all judgments arising out of the group's or individual's use of school property.

All non-school related groups or individuals are subject to applicable fees for the use of school property. All fees shall be paid to the corporation.

Any group permitted the use of properties may be subject to custodial reimbursement and/or cafeteria employee, if the kitchen is used. For non-school related groups, this will be in addition to any property use charges. The necessity for custodial coverage will be a decision of the Superintendent after reviewing the proposed activity. The group will assume all costs associated with the hiring of any required employees.

Alcoholic beverages, illegal drugs, profane language, fighting, and tobacco use are not permitted on school properties.

Any damages will be the responsibility of the persons/group approved for use. Replacement values and labor will be used to calculate reimbursement. A damage deposit may be requested.

All non-school related groups must submit a liability certificate of insurance to cover participants and spectators in an amount no less than \$1,000,000 per occurrence. At least seven (7) calendar days prior to the activity or event, these groups will provide the superintendent's office a Certificate of Liability Insurance naming Loogootee Community School Corporation as the certificate holder. However, an exception to this requirement is recognized whenever the person, group, or organization is planning a classroom-type meeting, with or without refreshments or meals, or the group provides signatures of each participant releasing Loogootee Community School Corporation from liability.

Custodians, food service personnel, or other non-certified employees shall be reimbursed by the school corporation at a rate established by the Board. A factor of 1.5 times the regular hourly rate will be used for hours in excess of forty (40) hours during any one work week.

The right of concessions and sale of food and drink remains with the school and control of concessions rests with the principal of the building.

The use of special equipment such as stage lighting, scenery, video equipment, curtains, picture projectors, public address systems, etc., shall be permitted only when operated by employees or other persons authorized by the principal.

No furniture or equipment may be moved without approval of the building principal. No signs, displays, or materials may be attached, nailed, or otherwise affixed to the floors, walls, window glass, woodwork, draperies, stage curtains, grounds, drives, etc., without permission of the building principal.

School properties may not be rented for wedding receptions, anniversary parties, family reunions, or similar private social activities.

Any group using the school facilities and/or grounds shall be responsible for leaving the facility/grounds in the same or better condition in which they were found.

FEE SCHEDULE FOR USE OF FACILITIES

Proof of insurance coverage during the period of time the building is used is required.

Classrooms	\$25	1-4 hour period	\$50	4-8 hour period
JFK & Kavanaugh Gyms				
For Games	\$25	1-4 hour period	\$50	4-8 hour period
For Practice	\$ 5	1-4 hour period	\$10	4-8 hour period
Jack Butcher Arena				
For Games	\$50	1-4 hour period	\$100	4-8 hour period
For Practice	\$10	1-4 hour period	\$ 20	4-8 hour period
Athletic Fields				
For Games	\$50	1-4 hour period	\$100	4-8 hour period
For Practice	\$10	1-4 hour period	\$ 20	4-8 hour period
Tennis Courts				
For Games	\$25	1-4 hour period	\$50	4-8 hour period
For Practice	\$ 5	1-4 hour period (daytime)	\$10	4-8 hour period
	\$10	1-4 hour period (nighttime)		
Auditorium	\$50	1-4 hour period	\$100	4-8 hour period
HS Dining Room	\$35	1-4 hour period	\$70	4-8 hour period
Kitchens*	\$25	1-4 hour period	\$50	4-8 hour period
Libraries	\$25	1-4 hour period	\$50	4-8 hour period

All for-profit organizations, organizations charging fees for attendance, or individuals profiting from use of Loogootee Community School Corporation facilities must pay rental fees for use of the facility.

The administration may change the above fee schedule based on past practices, number of days, and hours used. Renters assume liability for all equipment and the condition of the building during the period of the rental agreement.

Individuals and groups using areas of the building are required to follow posted evacuation procedures during periods of threatening weather and emergencies. Appropriate supervision plans for the event must be shared prior to authorization of usage.

CUSTODIAL/KITCHEN STAFF FEES

Custodial/Kitchen staff fees are in addition to the above stated fees. Fees are based on time and a half for the personnel working the event. The fees will be given at the time of authorization. Estimated hourly costs range from \$25-\$30 per hour. This fee includes opening and closing the area.

