



METROPOLITAN SCHOOL DISTRICT
LAWRENCE TOWNSHIP

Guidelines for use and Release of Liability:

- Insurance: \$1,000,000 liability insurance coverage is required for all rentals. This certificate of insurance must name MSD of Lawrence Township as an additional insured and guarantee notice to MSD of Lawrence Township if the policy is changed or cancelled. If required, the certificate of insurance must be submitted with the application. A certificate of insurance can be obtained by contacting your insurance agent.
- Food at the event: If food is part of the event contact the Director of Food Services (Nutrition requirements for Schools) at 317-423-8280 for additional information before you submit an application.
- Technology: If the technology (projector, audio system, etc.) is part of the event contact the Technology Division at 317-423-8340 for additional information before you submit an application.
- Facility Permit: Submission of a completed Application to Rent Facilities is required at least thirty (30) days before the first use and doesn't guarantee a Permit to use Facilities will be issued.
- A Permit to Use Facilities or notice that the request has been denied will be sent no later than fourteen (14) days after receiving the Application for Facility Use.
- Fees: All fees will have to be paid by cash, money order, check (must be cleared at least 2 weeks prior to event) or credit card including a \$30.00 non-refundable application fee. A credit card will be required to ensure security of payment for any damages, breach of contracted hours, etc.
- I understand that completing this application is not confirmation that I will be able to use the facilities requested.
- I understand that all required documentation must be attached to the application.
- I understand individual building staff, do not have authority to approve this application.

Disclaimers:

- The Metropolitan School District of Lawrence Township reserves the right to insist on security personnel on sight for a requested rental and is mandatory for any event with 50+ people at the cost to the renter.
- The Metropolitan School District of Lawrence Township reserves the right to refuse rental to a group without explanation.
- The Metropolitan School District of Lawrence Township reserves the right to change all rental fees as the need arises.
- The Metropolitan School District of Lawrence Township reserves the right to change any cost incurred by the district if you cancel your event without a 48-hour notification. If MSD of Lawrence Township cancels all activities due to inclement weather, you may either reschedule your event or be issued a refund.