

Facility Rental Agreement for Event Use



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MSD of Pike Township
Director of Facilities & Security
3950 W 56th Street
Indianapolis, IN 46254

THE FACILITY RENTAL AGREEMENT

The person or entity identified below as the Lessee (the "Lessee") and the Metropolitan School District of Pike Township, Marion County, Indiana (the "MSDPT"), hereby enter into this Facility Rental Agreement, as of the last date of execution set forth below. The Lessee agrees and acknowledges that the Lessee has received with this Facility Rental Agreement a copy of the Facility Rental Guidelines and Procedures, has read and understood the Facility Rental Guidelines and Procedures, and that this Facility Rental Agreement incorporates by reference all of the terms and conditions set forth in the Facility Rental Guidelines and Procedures and makes them a part of this Facility Rental Agreement as if they were stated herein. All of the terms used, but not defined in this Facility Rental Agreement will have the meaning set forth in the Facility Rental Guidelines and Procedures. In addition, the Lessee agrees and acknowledges that this Facility Rental Agreement, together with the Facility Rental Guidelines and Procedures, shall be the full and complete agreement between the Lessee and the MSDPT regarding the Lessee's use and occupancy of the Premises (the "Agreement"), and by executing this Facility Rental Agreement, the Lessee agrees to all of the terms and conditions set forth in the Agreement and to perform all of its obligations imposed under the Agreement in accordance with the terms and conditions set forth in the Agreement. In addition, by executing this Facility Rental Agreement, the undersigned represents, warrants and affirms that all information contained in the Agreement regarding the Lessee is true, valid and accurate to the best of his or her knowledge.

ACKNOWLEDGEMENT OF RECEIPT OF 'FACILITY RENTAL GUIDELINES AND PROCEDURES'

Please check the box below:

By signing below, the Lessee acknowledges that he/she has obtained a copy of the Facility Rental Guidelines and Procedures via the link found on the 'School Facilities & School Police' webpage (<https://www.pike.k12.in.us/Administration/10>)

RENTAL TERM, EVENT SPACE AND PURPOSE OF USE

During the hours of _____ to _____,

on _____, 20____,

the Lessee shall have exclusive access of the following Event Space (please check the applicable box and complete the necessary information):

- Classroom(s) – Number(s) _____ Kitchen Cafeteria Auditoria Multipurpose Room
- Meeting Room as follows _____
- Other _____

at the following facility (please check the applicable box and complete the necessary information):

District Administration & Secondary Buildings:

- Central Administration Transportation & Facility PHS PFC GCMS LMS NAS

Elementary Buildings:

- CES CPES DRES ECES EES FCPA GCES NAS SCES NJELC
- OTHER _____

for the following purpose:



ADDITIONAL RENTAL ITEMS

In addition to the rental of the Event Space identified above, the Lessee shall lease the following items or receive the following services as follows (please check the applicable box and complete the necessary information):

- the following AV equipment, computers and/or other (collectively, the "Equipment"):
 - access to the MSDPT network
 - food services (Chartwells)
 - security personnel (how many? _____)

LESSEE INFORMATION AND SIGNATURE

Event Title: <input style="width: 90%;" type="text"/> Contact Name: <input style="width: 90%;" type="text"/> Contact Phone: <input style="width: 90%;" type="text"/> Contact Email: <input style="width: 90%;" type="text"/> Signature: <input style="width: 90%;" type="text"/> Printed: <input style="width: 90%;" type="text"/> Title: <input style="width: 90%;" type="text"/>	Entity Name: <input style="width: 90%;" type="text"/> Billing Address: <input style="width: 90%;" type="text"/> City, State, Zip: <input style="width: 90%;" type="text"/> Date: <input style="width: 90%;" type="text"/>
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FOR OFFICE USE ONLY

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Applicable Building Principal - APPROVAL

Date:	<input style="width: 90%;" type="text"/>	Signature:	<input style="width: 90%;" type="text"/>	Printed Name:	<input style="width: 90%;" type="text"/>
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Director of Facilities & Security - APPROVAL

Date:	<input style="width: 90%;" type="text"/>	Signature:	<input style="width: 90%;" type="text"/>	Printed Name:	Mr. Clayton Gruber
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