

SILVER CREEK SCHOOL CORPORATION

601 RENZ AVE. SELLERSBURG, INDIANA 47172

Name of Organization _____
Building/Location _____
Area Requested _____

Date(s) of Event Number of Hours
Time Doors Open Time Doors Close

Date(s) of Rehearsal Number of Hours
Time Doors Open Time Doors Close

If usage is for a season or an extended period of time, list frequency (day(s) of week) and beginning/ending dates:

Nature of Program _____

Proceeds benefit whom _____

Special Equipment Desired _____

Is heating or air conditioning required?

NON-SCSC SPONSORED GROUPS:

- A copy of your Liability Insurance Certificate in the amount of \$1 million is attached
- A copy of your Liability Insurance Certificate is on file in the Central Office

Will an ADMISSION FEE be charged? Yes No

Expected attendance is approximately persons. Percentage of Silver Creek Students Attending:

APPLICANT ACKNOWLEDGEMENT:

The undersigned recognizes:

- That the school board is obligated to the whole public for protection, proper use and supervision of public school property;
- That such property is never for "rent" in the sense that commercial buildings and equipment are available;
- That school property cannot be used indiscriminately by individuals or small segments of the population - even when expense fees are paid;
- That school facilities must be in complete daily readiness for their designated functions of educating children.

- In case of cancellation on day of event by the applicant, the applicant must notify the Principal or Approving Official to avoid a cancellation fee being charged.
- If the School Corporation cancels the use of the facility due to an emergency or due to inclement weather, the applicant will be notified as soon as practical and SCSC will work with the applicant to reschedule the event date.
- SCSC reserves the right to determine when a facility will be closed due to inclement weather, including weekend use.
- It is the applicant or sponsoring organization's responsibility to check with the principal or Approving Official for verification that the facility is available.

- Final billing will be made to the applicant after the conclusion of the activity. Make all checks payable to: SILVER CREEK SCHOOL CORPORATION
- Fees assessed and permit authorized in accordance with rules and regulations of the Board of School Trustees.

- No food or refreshment and no food service equipment shall be brought into the building without written permission accompanying the approval of the building rental application.
- Product Liability insurance must be obtained for this purpose.
- Rental of a cafeteria does not include the kitchen area. Rates are for the use of the dining facilities only and do not include the use of kitchen equipment, cost of food, or the cost of trained personnel needed.
- If any equipment in the kitchen is to be used school trained cafeteria personnel will be required to assure safe and efficient operation of the equipment.
- Details will be worked out with the principal and director of food services.
- If meals are to be served by school personnel, the cost and arrangements will be made by the director of food services.

The undersigned agrees to observe both the letter and spirit of the Silver Creek School Corporations' rules and regulations governing the use of school property and hereby requests use of school property and personnel as indicated above.

The undersigned agrees to be responsible for any damage to school property due to such use.

_____ / _____ Typed Name of Applicant	_____ / _____ Title
_____ / _____ Address of Applicant	
_____ / _____ Signature	_____ / _____ / _____ City State Zip
_____ / _____ Date	_____ / _____ Telephone E-Mail

BUILDING LEVEL APPROVAL:

The applicant meets the eligibility requirements and the intended use is in accordance with the School Board Policies. Prescribed fees will be collected and this request is duly approved pending final authorization from the Central Office.

Event is School/SCSC Sponsored:

Yes No

Number of Cafeteria Personnel hours approved:

Number of Custodial hours approved:

<p>_____ / _____ Name of Custodian to work</p> <p>_____ / _____ Name of Custodian to work</p> <p>_____ / _____ Name of Custodian to work</p> <p>_____ / _____ Name of Custodian to work</p>	<p>Building Manager or Cafeteria Director Approval</p> <p><input style="width: 30px; height: 20px;" type="text"/></p> <p><input style="width: 30px; height: 20px;" type="text"/></p> <p><input style="width: 30px; height: 20px;" type="text"/></p> <p><input style="width: 30px; height: 20px;" type="text"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Total Number of Hours Worked per Payroll</th> </tr> <tr> <td style="width: 70%;"><input style="width: 50px;" type="text"/></td> <td style="width: 30%; text-align: center;">OT <input type="checkbox"/></td> </tr> <tr> <td><input style="width: 50px;" type="text"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input style="width: 50px;" type="text"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input style="width: 50px;" type="text"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Total Number of Hours Worked per Payroll		<input style="width: 50px;" type="text"/>	OT <input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input type="checkbox"/>
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_____ / _____ _____ / _____
Date Approving Official Building Level

CENTRAL OFFICE USE:

<input style="width: 100%;" type="text"/>	Estimated Total Fee for Building and Equipment.
\$0.00	Total fee for Cafeteria Personnel or Custodial Personnel; actual hours worked.
\$0.00	Cancellation Fee of \$40 (if event cancelled less than 24 hours prior of the event)

_____ / _____ _____ / _____
Date Approving Official Central Office Level