

SOUTH MADISON COMMUNITY SCHOOL CORPORATION

Request for Use of School Facilities and Equipment (Please Print)

Indicate Building:	Person in Charge of Activity		
 High School Middle School East Elementary Maple Ridge Elem. Pendleton Elementary 	AddressStreet	City	Zip Telephone
	Name of Group Name of Activity Area of facility to be used:		Age Group of Participants (Mark all that apply)
Primary Pendleton Elementary Intermediate			☐ Elementary and Pre-School ☐ Middle School
Note: Arrangements for use of a facility must be initiated with the school principal.	Date(s) of Use: Day of Week: Time Opened: Time Closed:		ed: High School Adults
			Activity Information:
Equipment/ Personnel Needed:			Expected Attendance Admission Charge \$
(Be Specific)			Names of Chaperons
Note: Food Prep or use of			
kitchen must be coordinated with the Director of Food Svc at 778-2152 ext. 1015. Note: Inflatables/bounce houses are not allowed on SMCSC property.	Note: Board Policy does not allow the use of facilities on Sunday mornings. Please allow 30 minutes before the activity and 30 minutes after the activity to open and close the building. Custodian fees will be assessed for all Saturdays and Sundays. (Attach separate sheet if more space is needed.)		rites Proceeds Used for:
 Are participants of this ac Are participants of this ac 	g two questions by checking the activity primarily students of the Societivity primarily members of the Societivity primarily members of the Societivity primarily members of Societivity primarily members of the Societivity primarily members of Societivity primarily members of Societivity primarily members of the Societivity primarily members of Societivity primarily members of Societivity primarily members of the Societivity members of the Societ	outh Madison Community School Duth Madison Community?	
public for protection, proper commercial buildings are ava	use and supervision of public scho	ool property and such property to be used recklessly by small gr	is never for "rent" in the same sense that oups or individuals, even when expenses
statutes and regulations will be corporation's buildings, facil	e fully complied with and will ful	ly implement such statutes in algued further agrees to pay the	ions and all federal and state anti-sexism l instances in the utilization of the school school corporation's attorney fees, court this rental.
	ble for any damage to the buildi		f these facilities and agrees to abide by curred in the use and occupation of the
Filing requests at a	an early date will assist the admi	nistration in the timely schedu	lling of facilities as requested.
Signature of Person Makin	g Request		Date
The above request does not	t interfere with the scheduled p	cograms of the schools and th	ne request is hereby recommended.
Principal's Signature	DateDate	School Personne	Assigned:e and is approved.
	ire	Date Fees: A	ll fees must be paid to the Supt.'s Office. T PAY THE STAFF AT THE SCHOOL
Rev. July 2009		Rental S	Custodian \$