

SILVER CREEK SCHOOL CORPORATION

SELLERSBURG, INDIANA 47172

Please complete this form in its entirety and submit to the corresponding school, Thank you.

Name of Organization/Team _____

Nature of Program _____

Proceeds benefit whom _____

Building/Location _____

Area Requested (Find list Below) _____

Date(s) of Event _____

Time(s) for the Event _____

The following two lines apply if you need rehearsal time prior to your event

Date(s) of Rehearsal _____

Time(s) of Rehearsal _____

Estimated attendance: _____

Please indicate your organization/companies category below (See Facility Fee Schedule at the bottom)

Categories 2 and 3 must submit Liability insurance in the amount of \$1 Million with usage form

- ☐ Category 1: School affiliated Teams or Sponsored organizations - **Facilities Fees Waived** (PTO, school clubs, club teams, teacher focused events, approved feeder teams and charitable organizations)
- ☐ Category 2: Non-school sanctioned organization that primarily serves Silver Creek School corporation Students and Staff - **Cleaning Fees (If applicable)** (Little League, Pee Wee Football, Boys/Girl Scouts, outside recreational programs, etc)
- ☐ Category 3: Any and all organizations/events that don't fall under Categories 1 or 2 - **100% Facility and Cleaning Fees (If applicable)**

Applicant Acknowledgment:

- 1. The User(s) must take out and maintain current throughout the term of this agreement general liability and umbrella liability insurance with a reputable insurer, having an A.M Best rating of A –, VII or better, in which (a) the School is indemnified in an amount totaling not less than \$2 million per occurrence for any claims whatsoever (including injury to persons or damage to property) arising out of the use of the School premises by the User(s); (b) the School must be named as an Additional Insured on all policies on a primary and non-contributory basis; (c) a waiver of subrogation is provided in favor of the school and its insurers; and (d) a certificate of insurance evidencing the required coverage must be produced to the School upon application for the facilities and also prior to any renewals if the facility is still being utilized during that time.**

- 2. In addition, the User(s) undertakes and agrees to indemnify and hold harmless the Silver Creek School Corporation, Board of School Trustees, Board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or the servants, agents, or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises for such amounts as may not be payable under any such insurance policy.**

If scheduling conflicts apply to dates requested for an event, school organized functions/games will be prioritized.

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.
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- 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

Attach a Copy of your Certificate of Insurance with this form.

!The Following Page is for School District Use!

BUILDING 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.

Building Principal: _____

Signature

Approved:

☐ Yes

☐ No

Athletic Director _____

Signature

Approved:

☐ Yes

☐ No

Fundraiser Events

Is this a fundraiser event?

☐ Yes

☐ No

Do all proceeds besides operations costs go back to SCSC?

☐ Yes

☐ No

District Approval:

Number of Cafeteria Personnel hours approved: _____

Director Signature: _____

Number of Custodial hours approved: _____

Director Signature: _____

\$_____.00	Total Fee for Building and Equipment
\$_____.00	Total fee for Cafeteria/Custodial Personnel; actual hours works
\$_____.00	Overall Total

Facility Fee Chart

All pricing based on 2 hrs. Over two hours will be priced per event.

Silver Creek High School	Area	Price	Additional Hourly Fee
	Main Gym	\$100	\$50
	Aux Gym	\$75	\$35
	Auditorium	\$100	\$50
	GPR Room	\$50	\$25

All pricing based on 2 hrs. Over two hours will be priced per event.

Silver Creek Middle School	Area	Price	Additional Hourly Fee
	Gym	\$100	\$50
	GPR/Auditorium	\$50	\$25
	Cafeteria	\$50	\$25

All pricing based on 2 hrs. Over two hours will be priced per event.

Silver Creek Elementary School	Area	Price	Additional Hourly Fee
	Gym	\$100	\$50
	GPR/Auditorium	\$50	\$25
	Cafeteria	\$50	\$25
	Playground	\$50	\$25

All pricing based on 2 hrs. Over two hours will be priced per event.

Silver Creek Primary School	Area	Price	Additional Hourly Fee
	Gym/GPR	\$50	\$25
	Cafeteria	\$50	\$25
	Playground	\$50	\$25

All pricing based on 2 hrs. Over two hours will be priced per event.

Silver Creek Athletic Fields	Area	Price	Additional Hourly Fee
	HS Football/Soccer Field (Artificial)	\$150	\$75
	HS Baseball Field (Artificial)	\$150	\$75
	HS Softball Field (Artificial)	\$150	\$75
	Shotput and Discus Area (Bermuda)	\$100	\$75

Fields Cont.	Practice Field (Bermuda)	\$100	\$50
	Primary School Soccer Field (Bermuda)	\$100	\$50
	Cross Country Course	\$50	\$25
	Tennis Courts	\$50	\$25
Custodial and Other Fees	Price (per/hour 2 hr min.)		
Custodial	\$40		
Cafe Staff	\$40		
Snow Removal/Plowing/Salting	\$60		