NEW PALESTINE COMMUNITY SCHOOLS

(Facilities available for use by persons, groups or organizations residing in Sugar Creek and Brandywine Townships)

REQUEST FOR RENTAL AND USE OF SCHOOL PROPERTY (Requests must be in Central Office 7 days prior to use of building/property.)					
Organization:		Building Requested:			
Area Requested:		Date Wanted:		Hours:	
Intended Use of Building:					
Special Equipment Needs:					

Please Note:

- As of July 1, 2011, New Palestine Community Schools has contracted to use Coca-Cola products exclusively in school facilities and on school property.
- There will be an extra charge for any audio-visual equipment. To ensure Internet Access, renters must bring Internet Hotspot.
- The fee for long-term facility use by non-school related groups will increase after a one-year period. See Section 10 of the Facility Rental Policy on the back of this form.
- Unless requested in advance, special equipment will not be available in all buildings
- To avoid charges, a five-day (working days) notice is required for cancellation.

Representative Printed Name	Representative Signature*	Date
Representative Address	Representative Email	Telephone Number

* Your signature indicates that you agree to indemnify and hold harmless the New Palestine Community Schools for and from any and all judgments arising from the organization's use of school property.

----------Information below this line will be completed by appropriate school official.----------

Reviewed by (Building Level):			
Position:		Date Received:	
Conflict with School Activities?	☐ Yes	☐ No	

Signature of Building Level Administrator		☐ Approved	☐ Not approved
Date completed			
Signature of Central Office Administrator		☐ Approved	☐ Not approved
Date completed			

Summary of Needs/Charges			Approximate Charges	
School Affiliated:	☐ Yes	☐ No	Building Rental Charge:	
Custodial Personnel Needed:	☐ Yes	☐ No	Building Rental Charge:	
Cafeteria Personnel Needed:	☐ Yes	☐ No	Building Rental Charge:	
			Approximate Total:	

Schedule of Fees - Non-School Affiliated Groups	2 Hour Minimum Fee	Additional, per hour
Gymnasium, High School	$400.00	$50.00
Gymnasium, Middle School	$200.00	$30.00
Gymnasium, Elementary School	$150.00	$30.00
Community Room	$100.00	$25.00
Cafeteria	$100.00	$25.00
Kitchen & Serving Area	$100.00	$25.00
Classroom	$50.00	$20.00
Custodial/Utilities	$60.00	$30.00
Custodial/Utilities - Weekend	$75.00	$35.00
Security Officer	$75.00	$35.00

FACILITY RENTAL INFORMATION

1. Obtain a permit for Rental and Use of School Property from the office of the school principal or superintendent.
2. The organization's representative completes the form and returns it to the principal of the building that is going to be rented.
3. The principal or designee reviews the date of the request, signs the form, and submits it to the superintendent's office.
4. The central office administrator will sign the permit to give final approval.
5. A copy of the approved/disapproved permit application will be returned to the organization requesting rental.
6. The representative of the organization requesting rental agrees to be responsible to the New Palestine Community Schools for all rental fees.
7. Checks for payment of rental fees should be made payable to the New Palestine Community Schools within thirty (30) days after the use of the facility.

GUIDELINES CONCERNING BUILDINGS AND GROUNDS

The buildings and grounds of the New Palestine Community Schools are available for public use for educational, civic, and entertainment programs sponsored by responsible community citizens, subject to the following conditions:

1. The facilities in New Palestine Community Schools are available for use by persons, groups or organizations residing in Sugar Creek or Brandywine Township.
2. The individuals and groups shall obtain a permit and abide by its terms.
3. Gambling, drinking, the possession of intoxicants or the possession or use of controlled drug substances on school property at any time is prohibited. Smoking is not allowed in any of the buildings or on the campus of any facility owned by the NPCS.
4. The use of school facilities on Sunday shall be limited to the gymnasium and auditorium areas and activities should be scheduled between the hours of 12:00 p.m. and 6:00 p.m. The Board of Trustees authorizes the central office administrator to approve Sunday gymnasium and auditorium use outside of the above stipulated hours to accommodate ongoing annual tournaments and events.
5. A custodian and/or appropriate technical support personnel must be on duty any time the facility is open.
6. Food prepared in the school's kitchen and served for outside groups shall be prepared only by the school cafeteria personnel. The charge for the activity shall be determined by the Food Service Director and shall include the cost of food and labor.
7. All groups must use Coca-Cola Products exclusively while using the facilities of the New Palestine Schools in alignment with a contract between the Board of Trustees/School Corporation and the Coca-Cola Company.
8. The Board recognizes the following as "community support" organizations for the purpose of use of facilities: P.T.O., Music Boosters, 4-H Clubs, Scouts, Athletic Support groups, Chamber of Commerce, Lions and Lioness Club, and the Sugar Creek Branch/Hancock County Public Library. Sunday gym use by the Amateur Athletic Union will be limited to games only.
9. The schedule of charges for use of buildings and grounds for non-school affiliated and "community support" groups shall be set by the Board of Trustees.
    a. "Community Support" organizations will be charged a custodial fee and/or technical support fee for the use of facilities on a Saturday or Sunday. The building rental charge will be waived except in cases where there is an admission/registration fee charged for the activity and the money is not spent in total on programs for students in the New Palestine Community Schools.
    b. "Community Support" organizations may use the facilities on weekdays without charge for a custodian if the activity is scheduled when a custodian is normally assigned. However, a technical support fee will be charged for the auditorium use in alignment with the original request rental needs.
    c. "Community Support" organizations using the school facilities are responsible for all clean up. Organizations failing to clean the reserved area will lose the privilege of "free building rental."
    d. In the event of cancellation, the appropriate school personnel will be notified at least five (5) working days (excludes holidays) prior to the date of the scheduled building use. Failure to do so will result in a custodial charge and/or technical support charge for the total number of hours specified on the original building request.
    e. School facilities cannot be used for K-6 extracurricular or community support organization's programs beyond 8:00 p.m. on a weekday evening.
10. The Board of Trustees permits the use of school facilities by non-school affiliated community groups and organizations and will assist any group in the event of an emergency or in situations where there are unforeseen, extenuating circumstances. However, at the same time, the Board is aware that the school district is not in the business of providing long-term, continuous facility rental. Therefore, the fee associated with facility rental for requests received for non-school affiliated, long-term use will remain constant for a one-year period. After one year of use, the building rental fee will double for the next six months. After that, the fees will continue to double, using the fee from the previous six months as the calculating bases for each new six-month period.
11. The organization will be requested to furnish the New Palestine Community Schools with a certificate of insurance showing a combined limit of liability for bodily injury and property damage in the amount of at least $2,000,000.
12. Neither the corporation nor its employees will be responsible for injuries, damage to or loss of property in buildings or on grounds sustained by applicants or participants in any activity.

*The NPCS reserves the right to demand sufficient time for full investigation, notice, and arrangements of requests for the use of school facilities and reserves first claim to the use of its property. Cancellations may be issued by the NPCS with or without due notice.