

**Application for Facility Use***Please complete and sign the applicant section, sign back of form, and return to the school office***APPLICANT SECTION**

Organization: _____ School: _____
For Profit?: YES / NO Area(s) Requested: _____
Address: _____ Date(s): _____
Representative: _____
Email: _____ Day(s) of the week: M Tu W Th F Sa Su
Phone: _____ Times: _____ (to) _____
Event: _____ (attach flyer)

Equipment Needs:

Chairs	Yes	No	Location / Quantity _____
Tables	Yes	No	Location / Quantity _____
Restroom Open	Yes	No	Location _____
Showers	Yes	No	
AV Equipment	Yes	No	Specify needs _____
Lights and Sound	Yes	No	Operator Fee of \$15 per hour to be paid directly to the operator
PA Equipment	Yes	No	Specify needs _____
Admission Charge	Yes	No	Amount \$ _____
Concession Agreement	Yes	No	
Donations to be collected	Yes	No	

I have read and accept the General Conditions listed on the back of this form.

(signature)_____
(date)**SCHOOL SECTION**

The facility is available and reserved.

(authorized signature)_____
(title)_____
(date)_____
(phone)

Restrictions/comments: _____

MAINTENANCE AND OPERATIONS SECTION

Approved / Denied Rate _____ Approved by _____ Date _____

Notes: _____

Custodial Overtime Yes / No Quantity _____ Start Time _____ Stop Time _____

Notification Sent: _____ Sodexo: _____ Billing: _____ Logged: _____

GENERAL CONDITIONS

1. Fort Wayne Community Schools reserves the right to charge for additional support services **in addition** to the cost related to leasing the space. These costs may include but are not limited to custodial services, security & technology fees along with other miscellaneous costs.
2. The hours listed will include both entry and exit from the building.
3. Lessee agrees to furnish sufficient supervision to maintain order and to assure compliance with all applicable laws, rules, and regulations and to prevent all smoking on the premises.
4. Lessee will pay for any damage done to the facility or contents by any one during the period specified above, excepting only damage caused by an employee or representative of the lessor.
5. The only additional facilities other than those listed above are toilets and drinking fountains located in the nearest proximity.
6. Lessor assumes no responsibility whatever for any property placed in said building, and lessor is hereby expressly relieved and discharged from any and all liability for any loss, injury, or damages to persons or property that may be sustained during the use of a school facility, and further, lessee agrees to defend lessor if any third person sues lessor for personal injury or property damage, and finally to indemnify lessor against any expenses, losses, damages, or judgement that lessee may incur or be responsible for by reason or any claim or action brought by a third person.
7. Lessee agrees that no shoes other than gym shoes will be worn on gymnasium floors when used for such activities as basketball and etc.
8. Lessor shall have the right to have its representatives or employees present at all times during the above rental periods. Said employee or representative shall be authority for the Fort Wayne Community Schools.
9. Lessee agrees that no signs, displays, or materials may be attached to or nailed against the walls, windows, woodwork, draperies, blinds, stage curtains, grounds, drives, etc., without expressed approval of the school principal on the permit.
10. Possessing, using, selling, or buying alcoholic beverages, narcotics hallucinogenic drugs, marijuana, barbiturates, etc., on school premises is prohibited.
11. In accordance with Section 763.93 (9) (4) of the Federal Asbestos Hazard Emergency Response Act of 1986 (AHERA), all Fort Wayne Community School facilities have been inspected by a certified asbestos inspector for asbestos containing materials. An Asbestos Management Plan for each facility is on file in the school's office. If asbestos containing material is present in the building, the type and locations of the asbestos will be contained in the management plan. These plans and related materials are available for your review by contacting the principal of the school you are using.
12. Lessee acknowledges that the Lessor's only obligation under this Facility Use Contract is to make the facility available to the Lessee and that it is the responsibility of the Lessee to comply with the Americans With Disabilities Act so as not to exclude any qualified individual with a disability, on the basis of disability, from participation in the benefits of the services, programs or activities which the lessee conducts and controls.
13. **WARNING**
Under Indiana Law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risk of the physical activity.
14. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.
You are assuming the risk of participating in this physical fitness activity.
15. FWCS reserves the right to cancel this agreement without notice at any time and at its sole discretion.

I, the undersigned, do hereby agree to abide by all the terms and restrictions stated on this contract.

Signature _____ Date _____

Authorized Signature (FWCS) _____ Date _____
Manager, Maintenance and Operations