

Name (print):

Event:

Date(s): Hours:

Expected attendance: Will admission be charged?

Y

N

Will refreshments be served?

Y

N

(If yes, custodial charge will increase by 50%)

Area/Room Requested (Please be Specific):

Other Information:

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 risks of the physical fitness activity.

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 many 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.

I/We have read and fully understand the rules, regulations, and fees governing the use of these facilities as provided to me. I/We hereby expressly waive subrogation rights and agree to hold harmless Plainfield Community School Corporation. I/We agree to the strict observance of these rules and regulations, and to be responsible for any damage to school property due to such occupancy. I/We shall provide the Plainfield Community School Corporation with a certificate of insurance naming the Plainfield Community School Corporation as an additional insured in the amount of \$1,000,000 combined single limit.

Responsible Party's SignatureEmail Address

Address

DateTelephone

TO BE COMPLETED BY BUILDING ADMINISTRATOR

Number of Personnel needed / Equipment requested:

|              |  |            |  |             |  |           |  |
|--------------|--|------------|--|-------------|--|-----------|--|
| Custodians   |  | Students   |  | Locker Room |  | PA System |  |
| Security     |  | Chairs     |  | Tables      |  | Other     |  |
| Food Service |  | Café Equip |  | Piano       |  | Other     |  |

The above request does not interfere with the educational program of this school and this request is hereby approved. The use of necessary facilities for the above dates have also been scheduled. The charges below are just an estimate. A final invoice will show actual charges incurred. Any additional charges will be due upon receipt of invoice.

Received Certificate of Insurance

(please initial)

DepositCk#Date

Supervisory/Custodial Staff Charges:

Food Service Staff Charges:

Student Charges:

Building Use Charges:

Total Estimated Charges:

Building Principal Signature or Designee

Date

TO BE COMPLETED BY CORPORATION TREASURER

\$Amount paid, due with application.

Make check payable to:  
PLAINFIELD COMMUNITY SCHOOLS

Fee received and application approved in accordance with the rules and regulations of the Board of School Trustees.

Treasurer Signature

| Plainfield Community School Corporation                                                                                                                                                                            |                                        |                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------|
| FEE SCHEDULE FOR<br>RENTAL OF FACILITIES                                                                                                                                                                           |                                        |                                            |
|                                                                                                                                                                                                                    | <u>Group 4</u><br><u>Guilford Twp.</u> | <u>Group 4</u><br><u>Non-Guilford Twp.</u> |
| <b>ELEMENTARY SCHOOLS:</b>                                                                                                                                                                                         |                                        |                                            |
| Cafeteria                                                                                                                                                                                                          | 100.00                                 | 150.00                                     |
| Classroom                                                                                                                                                                                                          | 30.00                                  | 45.00                                      |
| Gymnasium                                                                                                                                                                                                          | 75.00                                  | 112.50                                     |
| Media Center                                                                                                                                                                                                       | 80.00                                  | 120.00                                     |
| <b>MIDDLE SCHOOL</b>                                                                                                                                                                                               |                                        |                                            |
| Auditorium                                                                                                                                                                                                         | 300.00                                 | 450.00                                     |
| Athletic Fields                                                                                                                                                                                                    | See Schedule                           |                                            |
| Cafeteria                                                                                                                                                                                                          | 100.00                                 | 150.00                                     |
| Classroom                                                                                                                                                                                                          | 30.00                                  | 45.00                                      |
| Gymnasium                                                                                                                                                                                                          | 150.00                                 | 225.00                                     |
| Media Center                                                                                                                                                                                                       | 80.00                                  | 120.00                                     |
| <b>HGH SCHOOL</b>                                                                                                                                                                                                  |                                        |                                            |
| Auditorium                                                                                                                                                                                                         | 500.00                                 | 750.00                                     |
| Athletic Fields                                                                                                                                                                                                    | See Schedule                           |                                            |
| Cafeteria                                                                                                                                                                                                          | 150.00                                 | 225.00                                     |
| Classrooms                                                                                                                                                                                                         | 30.00                                  | 45.00                                      |
| Conference Room                                                                                                                                                                                                    | 30.00                                  | 45.00                                      |
| Media Center                                                                                                                                                                                                       | 150.00                                 | 225.00                                     |
| Swimming Pool                                                                                                                                                                                                      | 350.00                                 | 525.00                                     |
| Fieldhouse                                                                                                                                                                                                         | 500.00                                 | 750.00                                     |
| Gymnasium                                                                                                                                                                                                          | 300.00                                 | 450.00                                     |
| All rates listed are for a 2 hour minimum. There will be an additional \$45.00* per hour charge for each supervisor and/or custodian. Rates are calculated from the time a building is opened until it is vacated. |                                        |                                            |
| <i>*(Rate will be \$55.00 per hour beginning 9/1/2025)</i>                                                                                                                                                         |                                        |                                            |
| Charges will be assessed for food service personnel if kitchen is requested.                                                                                                                                       |                                        |                                            |
| Auditorium rental will require additional charges for sound / lighting technicians.                                                                                                                                |                                        |                                            |
| Swimming pool rental will require the hiring of a Water Safety Instructor and lifeguards. The number of lifeguards hired will be based upon the number of swimmers using the pool.                                 |                                        |                                            |
| Rental of facilities for profit making activities by outside groups will require Superintendent approval.                                                                                                          |                                        |                                            |
| Charges may be waived or adjusted by the Superintendent.                                                                                                                                                           |                                        |                                            |
| A security and/or damage deposit may be required.                                                                                                                                                                  |                                        |                                            |

| PROCUREMENT OF APPLICATION |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                         | The use of all school facilities for any purpose whatsoever shall be cleared through and approved by the School Principal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2.                         | The use of the building will be strictly confined to areas designated or included on the application. The organization making application will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the representative of the school system on duty shall have immediate authority in any matter covering the use of the building. Failure to comply with these rules and regulations will be sufficient reason to cancel future privileges of use of school facilities.                                                                        |
| 3.                         | All applications approved by the School Corporation are subject to cancellation with or without due notice for any reason.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.                         | Gambling, the use of tobacco, alcohol, or illegal substances on school property is strictly prohibited.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5.                         | No furniture or equipment shall be used or moved without express approval of the School Principal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6.                         | The use of special equipment such as stage lighting, cafeteria equipment, curtains, goals, bleachers, etc. shall be permitted only when operated by School Employees or other persons authorized by the Building Principal or his/her representative.                                                                                                                                                                                                                                                                                                                                                                             |
| 7.                         | No signs, displays, or other materials may be located on school property unless specifically noted on the application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8.                         | It shall be the responsibility of the organization renting the facility to provide the School Principal with a certificate of insurance naming the Plainfield Community School Corporation as an additional insured in the amount of \$1,000,000 combined single limit.                                                                                                                                                                                                                                                                                                                                                           |
| 9.                         | It shall be the responsibility of the organization renting the facility to obtain any and all permits of approval necessary for the state and/or local agency pertinent to the event.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10.                        | All applicants for use of district facilities shall hold the Plainfield Community School Corporation free and without harm from any loss or damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use of occupancy of district facilities, the amount of damage shall be determined by the Board of School Trustees and a bill for the amount of damages will be presented to the organization using or occupying the facilities during the time the loss or damage was sustained. |

**Plainfield Community School Corporation**

**ATHLETIC FIELD  
RENTAL SCHEDULE**

Use of outdoor athletic facilities will only be allowed for Group 1 organizations.

Exception: The main football field at Plainfield High School may be rented by Group 2 organizations at \$100.00 per hour.

Labor cost at \$55.00 per hour will be added for supervision, clean-up, security, scoreboard, etc. The building principal / designee shall determine the number of personnel required for an event.

Charges may be waived or adjusted by the Superintendent.

A security and/or damage deposit may be required.