

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 (Reference Pages 7 & 8) _____

***Note: If requesting the SCHS Auditorium you must also fill out Pages 5 & 6**

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/company's 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/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: _____

Number of Technical Support hours approved: _____

Director Signature: _____

\$_____00	Total Fee for Building and Equipment
\$_____00	Total fee for Cafeteria/Custodial Personnel/Technical Support; actual hours worked
\$_____00	Overall Total

**Pages 5 & 6 only need to be filled out if requesting the SCHS Auditorium*

SCHS Auditorium Event Information Form

Seating Capacity 545

Name or Organization: _____ **Today's Date:** _____

Main Contact: _____ **Room/Phone #:** _____

Event: _____ **Date of Event:** _____

Event Start Time: _____ **End Time:** _____ **If during the day list Blocks involved:** _____

Complete event time frame, from the beginning of set-up to the end of clean-up: _____ *Please note that you and all members of your group are only authorized to be in the space during the time frame indicated above.*

Rehearsals(s): Day _____ Start Time: _____ End Time: _____

Complete rehearsal time from the beginning of set-up to the end of clean-up: _____ *Please note that you and all members of your group are only authorized to be in the space during the time frame indicated above. Please submit a complete schedule of rehearsal times needed if more than one day.*

****Services with asterisks may require a SC Technical Theatre Student or Staff to be present. Or additional set up may be needed. Please see explanation of fees on reverse side and discuss these services with Mr. Seth Sheffield****

Main Curtain: Open: _____ Closed: _____

Closed curtain events will only take place on the apron of the stage.

Midstage Black: Open: _____ Closed: _____ *(Leave blank if Main Curtain Closed)*

Closed midstage events will have access to the front half of the stage. Open midstage events will have use of the entire stage floor excluding the cyclorama.

*****Cyclorama:** Yes: _____ No: _____ Color/colors: _____ *(discuss details with Mr. Sheffield)*

The cyc can be used to add a colored backdrop. You would have access to the full stage floor.***

Lighting: A general wash is included _____

****If color or special area lighting is requested, see fee explanation on the back, contact Mr. Sheffield (ssheffield@scsc.school) for requests.*

Sound: Handheld microphones (up to 8): _____ Gooseneck microphone on podium: Yes: _____ No: _____

Multimedia:

****Projector:* _____ **** Does presentation require sound:* Yes: _____ No: _____

****Music/other sound needs:* _____ *contact Mr. Sheffield (ssheffield@scsc.school) for requests.****

Stage Equipment: School Event Use Only

Chairs:

Number of chairs: _____ Chair arrangement: _____

Speaker's Podium:

Placement: Stage Right: _____ Stage Left: _____ Center Stage: _____ *(Podium must be stage left for use of the gooseneck microphone)*

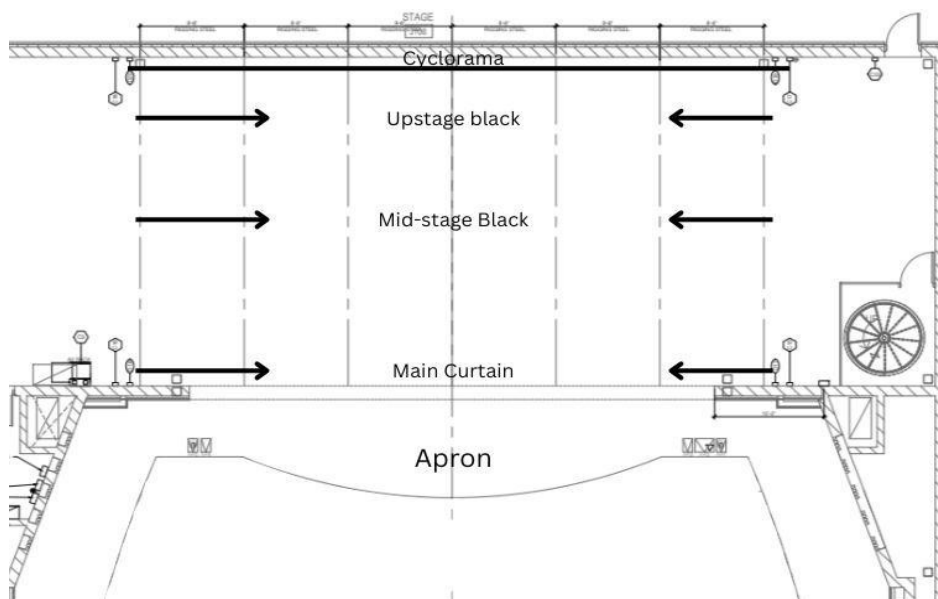
Auditorium Usage Application Explanation of Technical Services and Fees

Services that require special preparation or operation (*see asterisks on front*) must be arranged in advance. In order for these services to be provided, Staff must be present and/or compensated for their services. If you have checked any of these services, you agree to the fees and conditions associated with them. The fee for any of these services will be \$50 per hour.

In-school events, such as assemblies, are exempt from the fees. However, technicians still must be present if the indicated services are checked.

Once the school principal approves your event, you will be contacted to schedule a walk-through meeting of the space to further discuss the needs of your event. For any questions about the space or accommodations please contact Seth Sheffield at ssheffield@scsc.school or 812-246-3391 ext. 39117.

Layout Diagram:



Main Contact Signature: _____

Principal Signature: _____

Theatre Director Signature: _____

Facility Fee Chart

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

	Area	Price	Additional Hourly Fee
Silver Creek High School	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.

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

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

	Area	Price	Additional Hourly Fee
Silver Creek Elementary School	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.

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

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

	Area	Price	Additional Hourly Fee
Silver Creek Athletic Fields	HS Football/Soccer Field (Artificial)	\$150	\$75
	HS Baseball Field (Artificial)	\$150	\$75
	HS Softball Field (Artificial)	\$150	\$75
	Shotput and Discuss 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		
Technical Support	\$50		
Snow Removal/Plowing/Salting	\$60		