

Facility Request Procedures

- **Request for a facility outside of school hours:**
 - Check full event calendar for availability of facility desired
 - Email Jen Neuenschwander to confirm availability
 - Fill out Facility Request Form, submit it to Jen, and wait for approval
 - Clarify audio/visual needs and set these up at least two weeks prior with Allison Evans, the Auditorium Director

- **Request for a facility during school hours:**
 - Check full event calendar for availability of facility desired
 - Email Jen Neuenschwander a week before the event takes place to confirm availability and to reserve the location and time
 - Email Allison Evans a week before the event takes place for any audio/visual needs if the meeting takes place in the auditorium

SOUTH ADAMS SCHOOL DISTRICT
Application for Use of School Facilities/Equipment
(revised May 10, 2016; Policy 7510)

1. Name of Group or Organization _____ Today's Date _____

2. Name of Person Representing Group or Organization _____

Address _____ Home Phone _____ Cell Phone _____

Email _____

3. Describe planned use for the facilities: _____

Admission Charged? Yes No

4. Date(s) Desired _____ Time: From _____ To _____

Day(s) of the Week _____

**School board approval required for Sundays, holidays, and/or frequent usage.

5. Anticipated size of group _____

For groups in excess of 150 people, the facility fee will be 150% of the below fees.

6. Facilities Desired (write set-up information/requests within the chart below):

***Custodial hourly fee of \$25 per hour if facility usage is not during regular working hours.**

Groups	A	B
	SA sponsored organizations (Clubs, Athletic Teams, Music Groups, Music/Athletic Boosters, PTO) Alumni Groups, Campus Life, Voting, Off season activities run by SA coaches, non-school sponsored athletic teams out of season approved by AD, Scouts, 4-H, Group A is exempt from frequent use restriction.	Non-Profit Groups, Civic Groups, Service Organizations, Gov. Functions (eg. Rotary), Churches for special meetings, Church Leagues, local private schools, AAU/Club ball run by non-SA coaches involving students outside the corporation or combination of S.A. students and outside students and AD/coach approved, Businesses, Private Groups or Individuals
1. Classrooms	No Charge	\$20 first hour \$10 each additional hour
2. HS Library & Surrounding Classrooms	No Charge	\$60 first hour \$30 each additional hour
3. Elementary Gym Middle School Gym HS Gym	No Charge	\$50 first hour \$25 each additional hour HS Gym \$60 first hour; \$30 each additional hour PA System – additional \$15 per event
4. Auditorium (PA & lighting systems use subject to Auditorium Director's approval)	No Charge	\$70 first hour \$35 each additional hour PA & Lighting System – additional \$20 per hour
5. Pool Certified Life Guards are required at renter's expense. Renter is responsible to provide copies of life guards' licenses to AD office.	No Charge <u>Life Guard Requirements</u> 1-20 swimmers-1 guard 21-60 - 2 guards 61-99 - 3 guards	\$75 for maximum of 2 hours Baptisms - \$35 <u>Life Guard Requirements</u> 1-20 swimmers-1 guard 21-60 - 2 guards 61-99 - 3 guards
6. Cafeteria	No Charge	\$50 first hour \$25 each additional hour Change tables and chairs – additional \$45 per event
7. Cafeteria With Kitchen Use	No Charge	As above plus \$25 per hour for each cafeteria employee
8. Commons	No Charge	\$50 first hour \$25 each additional hour

		Change tables and chairs – additional \$30 per event
9. Athletic Fields Subject to AD approval	No Charge	\$30 each per event
10. Other (Parking Lot, etc.)	No Charge	No Charge

In submitting this application, the Group or Organization submitting this application (“Applicant”) agrees to abide by the rules and regulations as issued by the South Adams Schools for the care of the School facilities; agrees to accept full responsibility for damage done to School property by those in attendance during Applicant’s use of the School facilities; and agrees to promptly reimburse South Adams Schools for any necessary repairs upon receipt of an invoice reflecting the costs of such repairs. The Applicant hereby releases and holds harmless South Adams Schools from and against any and all claims for personal injury or property damage arising from or related to the use of School facilities and assumes all risk thereof. The Applicant further agrees to defend and indemnify South Adams Schools against claims for personal injury or property damage arising from the rental of School facilities. The Applicant’s Release, Indemnification, and Assumption of Risk as set forth herein shall be considered contractual in nature, shall survive the term of this contract, and shall be binding upon the Applicant and those attending the Applicant’s activity in School facilities.

_____ Signature of Individual Representing Organization _____ Date

*** A Certificate of Insurance, which lists South Adams Schools as an additional insured, with a minimum coverage of \$1,000,000 bodily injury and property damage must be attached to this form. This is required of any organization that is not covered by the school’s liability insurance.

Please send facility payments to: South Adams Schools Administration Office
Attention: Annette Schwartz
1075 Starfire Way
Berne, IN 46711
260-589-3133

Make checks payable to: SOUTH ADAMS SCHOOLS.

To Be Completed By School Personnel:

_____ Date, Time, and Facility Available and Approved by Athletic Department’s Secretary

_____ Request Approved _____ No Rental Charges

_____ Request Denied _____ Rental Charges

Fees charged: Facilities \$ _____
Large Group \$ _____
PA System \$ _____
Custodial \$ _____
Cooks \$ _____
Other \$ _____
Total \$ _____

The organization should contact this school employee as a primary contact person for questions and set-up.

Copies To: _____

_____ Signature of Superintendent/Designee _____ Date

_____ School Board Approval for Sunday, holidays, and/or frequent usage _____ Date