

NORTH JUDSON-SAN PIERRE SCHOOL CORPORATION
REQUEST FOR SCHOOL FACILITIES USE

NAME _____ ADDRESS _____ TELEPHONE _____

REQUESTING ORGANIZATION _____

DATE(S) DESIRED _____ EVENT START TIME _____ EVENT END TIME _____

PLEASE INDICATE THE TIME YOU NEED THE BUILDING OPENED _____ TIME **INCLUDING CLEAN-UP** YOU WILL BE DONE _____

SCHOOL FACILITY DESIRED: Auditorium HIGH SCHOOL MIDDLE SCHOOL ELEMENTARY
Pool Gym Gym Gym
Track Cafe Cafe Café
Field Other Other

PURPOSE OF USE _____ ADMISSION CHARGE _____

EQUIPMENT/PERSONNEL {Auditorium Director, or designee, must be present for all auditorium functions}
 AUDIO-VISUAL EQUIPMENT Projector and Screen _____
 ROOM(S) NEEDED _____
 FURNITURE NEEDED _____
 PERSONNEL NEEDED (i.e. custodian, cook) _____ TIMES NEEDED _____ - _____
 SOUND/LIGHT TECHNICIAN (Auditorium) _____ TIMES NEEDED _____ - _____

NJ-SP PERSONNEL are REQUIRED FOR ALL UNLOCKING AND SECURING OF BUILDING, SET UP OF NJ-SP EQUIPMENT/FURNITURE, AND SOUND/LIGHT USE IN THE AUDITORIUM.

YOUR SIGNATURE _____ **DATE** _____
BY SIGNING, THE REQUESTING GROUP AGREES TO CONFORM TO ANY AND ALL RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL PROPERTY AS SET FORTH IN THE BOARD POLICY.

IT WILL BE **EXPECTED & DEMANDED** THAT CARE BE TAKEN IN THE USE OF SCHOOL PROPERTY TO SEE THAT THERE ARE NO DAMAGES TO THE FACILITIES & THAT THEY ARE LEFT IN A CLEAN & ORDERLY CONDITION. BY SUBMITTING THIS FORM, THE ORGANIZATION AGREES TO THE CONDITIONS. ANY INFRACTION OF THIS REGULATION WILL DENY THE RIGHT OF THE ORGANIZATION TO USE SCHOOL PROPERTY IN THE FUTURE & REIMBURSEMENT FOR DAMAGES BE REQUIRED. WITH THE EXCEPTION OF DELIVERY VEHICLES, PARKING IS ONLY ALLOWED ON DESIGNATED PARKING LOTS IN ORDER TO ASSURE THE SAFETY OF CHILDREN AND SPECTATORS.

School sponsored activities supersede facility requests.

NO CHARGE:
➢ ACTIVITIES SPONSORED BY THE SCHOOL
➢ ACTIVITIES SPONSORED JOINTLY BY SCHOOL & SCHOOL RELATED GROUPS (MUSIC BOOSTER, PTO, CLASS ACTIVITIES, ETC)
➢ ACTIVITIES SPONSORED BY CIVIC AND/OR GOVERNMENT ORGANIZATIONS WHICH ARE NON-COMMERCIAL IN NATURE
➢ ACTIVITIES THAT REQUIRE A CUSTODIAN, IF THE EVENT IS HELD DURING REGULAR CUSTODIAL SHIFT

CHARGES MAY BE APPLIED:
➢ ACTIVITIES OF A COMMERCIAL NATURE (See Schedule of Fees)
➢ NON-COMMERCIAL USE OF THE BUILDINGS BY INDEPENDENT BASKETBALL GROUPS
➢ ACTIVITIES THAT USE THE KITCHEN/CAFETERIA REQUIRE A JANITOR. USE OF POOL, REQUIRES A LIFEGUARD. USE OF AUDITORIUM, REQUIRES THE AUDITORIUM DIRECTOR OR DESIGNEE, OR SOUND/LIGHT TECHNICIAN.
➢ **IF CUSTODIANS WORK ANY HOURS OUTSIDE THEIR SCHEDULE, THEY WILL BE PAID 1.5 TIMES THEIR REGULAR RATE**
➢ **COMPLETED APPLICATIONS FOR FACILITY USE, WHEN CHARGES ARE INVOLVED MUST BE ACCOMPANIED BY A DEPOSIT IN THE AMOUNT OF \$25 OR AN AMOUNT EQUAL TO 75% OF THE ESTIMATED FEE, WHICHEVER IS GREATER.**

FEES ARE SUBJECT TO CHANGE (Form approved 9/18/12)

FOR POOL RENTAL, PLEASE CONTACT **MARY ANN DUDKA-MILO AT (574) 896-2158 EXT 257** & SUBMIT THIS FORM, DEPOSIT, & **PROOF OF INSURANCE** TO THE NJ-SP ADMINISTRATIVE OFFICE.

IT WILL BE THE RESPONSIBILITY OF THE GROUP INVOLVED TO DIRECT THEIR REQUEST WITH **PROOF OF INSURANCE** TO THE ADMINISTRATIVE OFFICE WHO WILL IN TURN CLEAR THE TIME & DATE & THEN PRESENT THE REQUEST TO THE SUPERINTENDENT & BOARD OF SCHOOL TRUSTEES FOR APPROVAL. IT IS ADVISABLE THAT ANY GROUP DESIRING TO USE THE FACILITIES SUBMIT THEIR REQUEST AS EARLY AS POSSIBLE.

AUDITORIUM DIRECTOR _____ DATE _____

MAINTENANCE DIRECTOR _____ DATE _____

PRINCIPAL'S SIGNATURE _____ DATE _____

SUPERINTENDENT'S SIGNATURE _____ DATE _____