

North Judson-San Pierre School Corporation
REQUEST FOR SCHOOL FACILITY USE

Name: _____ Address: _____

Phone: _____ Requesting Organization: _____

Date Desired: _____ Event Start Time: _____ Event End Time: _____

Time You Will Need The Building Open: _____

Time You Will Be Done Including Clean up: _____

SCHOOL FACILITY DESIRED: Auditorium Pool Track Field

HIGH SCHOOL

Gym

Café

Other

MIDDLE SCHOOL

Gym

Café

Other

ELEMENTARY SCHOOL

Gym

Café

Other

Purpose of Use: _____ Admission Charge: _____

Equipment/Personnel:

Audio- Visual Equipment (Projector/Screen) _____

Room(s) needed _____

Furniture Needed _____ Personnel Needed (i.e Custodian, Cook) _____ Needed: _____ - _____

Sound/Light Technician (Auditorium) _____ Needed: _____ - _____

IT WILL BE **EXPECTED** 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 THE DAMAGES IS 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 GOV. ORGANIZATIONS WHICH ARE NON-COMMERCIAL IN NATURE
- ACTIVITIES THAT REQUIRE A CUSTODIAN IF, THE EVENT IS HELD DURING A REGULAR CUSTODIAL SHIFT

Charges May Be Applied:

- ACTIVITIES OF A COMMERCIAL NATURE (SEE SCHEDULE OF FEES)
- NON-COMMERCIAL USE OF THE BUILDING BY INDEPENDENT ATHLETIC GROUPS
- ACTIVITIES THAT USE THE KITCHEN/CAFETERIA REQUIRE A JANITOR. USE OF POOL REQUIRES A LIFEGUARD. USE OF AUDITORIUM REQUIRES AUDITORIUM DIRECTOR/DIRECTOREE/SOUND&LIGHT TECHNICIAN
- IF CUSTODIANS WORK ANY HOURS OUTSIDE OF 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, WHICH EVER IS GREATER.

FEES ARE SUBJECT TO CHANGE (FORM APPROVED 5/7/21)

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

MAINTENANCE DIRECTOR: _____ **DATE:** _____

PRINCIPAL: _____ **DATE:** _____

SUPERINTENDENT: _____ **DATE:** _____

North Judson-San Pierre School Corporation
AGREEMENT FOR SCHOOL FACILITY USE

1. The user(s) pay a fee of \$ _____
2. The user(s) to observe the following opening and securing arrangements:

3. For the purposes of this agreement, the User(s) to use only those parts of the buildings or grounds specified in the request
4. The User(s) is to ensure that any furniture and equipment moved during use of the premises is replaced, that the premises will be left in a clean and tidy condition, that proper care will be taken of the premises during use and any damage from such use, whether caused by negligence, recklessness or the willfulness of the User(s) or the servants, agents or invitees of the User(s), is repaired at the User(s) own cost.
5. The user(s) is to take out and maintain current throughout the term of this agreement a public risk insurance policy with a reputable insurer having an A- or better, in which (a) the School is indemnified in an amount not less than \$1 million for any claims whatsoever (including injury to persons or damage to property) arising out of the School premises by the User(s); policy or a certificate of insurance must be produced to the School shall be primary and that any policies procured by School that might happen to provide protection or benefits to the School arising out of User's use of the School premises shall be excess.
6. The User(s) agrees that no hazardous materials, including but not limited to flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustic, or dangerous animals will be brought onto the premises or used in any way while occupying any portion of any School owned property except as specifically listed below.

7. The User(s) agree that no amusement rides or attractions, including but not limited to, trampolines of any type, climbing walls, climbing ropes, firearms, or shooting activity, bow and arrow shooting activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of any School owned property except as listed below.

8. The user(s) must give written notice to the School of any accident resulting in bodily injury or damage to property of the School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances of the names and addresses of any person(s) witnessing the accident.
9. The user(s) undertakes and agrees to indemnify and hold harmless the school, school board, school 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 the use of School premises by the User(s) (or the servants, agents, or invitees of the procured by the User(s)) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

SIGNATURE: _____ **DATE:** _____

By signing, the requesting group agrees to confirm to these rules and regulations.