

WASHINGTON COMMUNITY SCHOOLS, INC.

FACILITY USE REQUEST

To be completed by requesting organization:

Name of Applicant Date of Application
Applicant's Address Applicant's Telephone
Facilities to be Used Date of Event
Services Requested

(Include all facilities, services, times, dates needed.)

**Custodial Service/Fee Required for Cafeteria Use on Non-School Dates. 2 hour minimum.

Please understand that approval application is only for the dates, times, facility (ies), and services described above. DO NOT ASSUME that additional need can be accommodated. The facilities are heavily scheduled and changes may not be possible at a later date.

Description & Date of Planned Activity

Name of Person in Charge Telephone

Fee rates available upon request.

To be completed by building principal:

School Personnel Required? Yes No
Custodial Service Required? Yes No
Person(s) Assigned No. of Hrs.
Custodian(s) Assigned No of Hrs.
Estimated Custodial Charges \$
Estimated Food Service Charges \$
Food Service Required? Yes No
Auditorium Service Required? Yes No
Person(s) Assigned
Auditorium Service Charges \$
Rental Charges (list)

A school employee must be on duty at all times a non-school group is using the facility. The using group is responsible for payment of the employee(s). The using group is responsible for maintaining orderly crowd control. The using group is responsible for damage to facilities and equipment beyond normal wear and tear.

A Statement will be mailed to you for payment from the Central Office and is due within 30 days.

Please Note: All checks for rental facilities and personnel services are to be made out to the Washington Community Schools and are to be sent directly to the Central Office, 301 South East Street, Washington, IN 47501.

Certificate of Insurance

(Required Prior to Use of Facilities for Non-School Groups)

The Organization and/or Applicant agrees to indemnify and hold the Washington Community Schools, its officers, administrators, board members, employees, servants and agents free, clear and harmless of all claims, demands, actions, causes of actions and obligations arising out of or in any way connected with the use of the school property. This indemnification covers attorney fees, witness fees, deposition costs, court costs, employee time and all other expenses incident to such claim, demand, action or cause of action. The Board reserves the right to cancel any permission granted. The applicant acknowledges that he/she has read the School Corporation's policy and regulations regarding the Use of School Property and agrees to abide by it. Any liability which may be involved shall be assumed by the rental organization or individual. Rental organizations are to provide a certificate of liability insurance to the Superintendent's Office in the amount of \$1,000,000. The liability policy shall name the Washington Community Schools as an additional insured and must be on file at the Washington Community Schools Central Office prior to the event.

Approved by:

Principal Date

Organizational Rep Date

Athletic Director (if applicable) Date

Superintendent of Schools Date

Facility Usage Fees

Within limitations imposed by the best interest of the schools, the use of the auditorium and other facilities may be secured for programs, (under conditions suggested and subject to regulations listed) under the following categories, ranked in the order of priority:

- a. Sponsored wholly by Washington Community Schools. – No Charge
- b. Sponsored jointly by schools and school-related organizations. – No Charge
- c. Sponsored by Community organizations for such non-business competition programs as cannot be handled satisfactorily in existing facilities already provided in the city for such programs. – Full Charge for Use. (Any program with commercial slant will fall under classification II of service charge schedule below.) If facilities are used 5 to 10 hours, the charge will be 1 ½ times schedule.

Service Charge Schedule

Single programs not to exceed 5 hours

I.	When Admission is Free:*	
II.	High School Auditorium	\$125.00 – PA & Lights additional \$50.00
	High School Gymnasium	\$300.00
	Jr. High Gymnasium	\$175.00
	Elementary Auditorium	\$100.00
	Elementary Gymnasium	\$125.00
	Combined Use of Cafeteria/Auditorium (HS)	\$175.00 – PA & Lights additional \$50.00
	Combined Use of Cafeteria/Auditorium (North)	\$125.00
III.	When Admission is Charged:*	
	High School Auditorium	\$225.00 – PA & Lights additional \$50.00
	High School Gymnasium	\$575.00 – For over 5 hours \$725.00
	Jr. High Gymnasium	\$325.00
	Elementary Auditorium	\$150.00
	Elementary Gymnasium	\$225.00
	Combined Use of Cafeteria/Auditorium (HS)	\$325.00- PA & Lights additional \$50.00
	Combined Use of Cafeteria/Auditorium (North)	\$225.00
IV.	Other Rental Fees:*	
	Classrooms	\$50.00
	Cafeteria, with dinner	\$200.00 - Plus dinner costs
	Cafeteria, without dinner	\$150.00
	Athletic Facilities	TBD

*Use of visual and sound facilities may be provided in addition to the above schedule at the following rates:

- Films (2 persons) \$15.00/hour per person
- Dimmer Board only (1 person) \$15.00/hour
- Sound Board only (1 person) \$15.00/hour
- Dimmer and Sound Board (2 persons) \$15.00/hour per person
- Dimmer, Sound, Spots (4 persons) \$15.00/hour per person
- Supervisor \$25.00/hour

(The supervisor will determine the number of people needed.) Checks are to be made payable to the Washington Community Schools.

1. Adequate school personnel or custodians must be present at all times the facilities are in use.
2. When the High School gym is in use, up to three school supervisory personnel must be on duty. The number of such personnel will be set by the Superintendent. These personnel will be paid a flat fee of \$35.00 each.
3. Custodial charges will be 1.5 base pay plus 20%.
4. Cooks charges will be 1.5 base pay plus 20%.
5. Sodexo Food Services are to be used for banquets and other events on school premises. Other arrangements must be preapproved.
6. All payments for personnel and facilities will be made to the Washington Community Schools, Inc.
7. Any payment made directly to school employees will be considered a gift of gratuity and does not constitute payment to the school.
8. Users of facilities will be responsible for all damages or breakage and will enforce a “No Smoking” rule within the school buildings and on school grounds.
9. Exceptions as determined by the Superintendent.