BUILDING AND FACILITIES SOUTHWESTERN CONSOLIDATED SCHOOLS 3406 W 600 S SHELBYVILLE, IN 46176

317-729-5746

Bldg Sec____ Principal ____ Asst Prin___ Food Serv___ Fac Dir___

Telephone# Name of Organization:	Date of Application			Supt
Name of Organization: Address: BUILDING REQUESTED: Date of Setup: Date of Cleanup Date of Usage: Event Time Description of Event Facility and Equipment Request Facility/Equipment Second Sec	• • • • • • • • • • • • • • • • • • • •	 Telephor	ne#	
Address: BUILDING REQUESTED: Date of Setup: Date of Cleanup Cleanup Time Date of Usage: Description of Event Facility and Equipment Request Facility/Equipment Rate # Needed Total Fee Gymnasium S20/hr Tarps for Gym Floor (Discretion of School) S75.00 Locker Room Cafeteria (Excluding Equipment & Supplies) S15/hr Kitchen/Dining Equipment S20/hr S15/hr Kitchen/Dining Equipment S15/hr Kitchen/Dining Equipment S25/00/ S25/00/ S25/00/ S15/hr Classroom S25/00/ S25/00/ S25/00/ S15/hr Classroom S25/00/ S25/00/ PA System S25/00 Projection Equipment S25.00 Projection Equipment S26.00 Projection	Name of Organization:			
BUILDING REQUESTED: Date of Setup:				
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Date of Cleanup	· · · · · · · · · · · · · · · · · · ·			
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Gymnasium \$20/hr Tarps for Gym Floor (Discretion of School) \$75.00 Locker Room \$25.00/day Cafeteria (Excluding Equipment & Supplies) \$15/hr Kitchen/Dining Equipment \$20/hr S' tables \$8.50 each Metal Folding Chairs \$1.00 each Library \$15/hr Classroom \$25/day PA System \$25.00 Projection Equipment \$25.00 Rope Dividers \$5.00 each Custodial Fee \$1.5 x Hrly Rate Cafeteria Staff Fee \$1.5 x Hrly Rate Snow Removal (our contractor as needed) Per Current Contract Understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee The renter agrees that prompt and full payment for any damages to, or loss of, school property will be made upon notification by school authorities. Phone number for Law enforcement officials must be readily accessible at all dances. The release and hold harmless agreement must be signed. Signed:				
Tarps for Gym Floor (Discretion of School) Locker Room S25.00/day Cafeteria (Excluding Equipment & Supplies) S15/hr Kitchen/Dining Equipment S20/hr S1 tables S8.50 each Metal Folding Chairs Library S15/hr Classroom S25/day PA System S25.00 Projection Equipment S25.00 Rope Dividers Cafeteria Staff Fee 1.5 x Hrly Rate Snow Removal (our contractor as needed) I understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee The renter agrees that prompt and full payment for any damages to, or loss of, school property will be made upon notification by school authorities. Phone number for Law enforcement officials must be readily accessible at all dances. The release and hold harmless agreement must be signed. Signed: Date Date Date Building Principal Building Principal	Facility/Equipment	Rate	# Needed	Total Fee
Cafeteria (Excluding Equipment & Supplies) S15/hr Kitchen/Dining Equipment S20/hr S1 tables S8.50 each Metal Folding Chairs Library Classroom PA System PA System Projection Equipment S25.00 Rope Dividers Custodial Fee 1.5 x Hrly Rate Snow Removal (our contractor as needed) I understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee The renter agrees that prompt and full payment for any damages to, or loss of, school property will be made upon notification by school authorities. Phone number for Law enforcement officials must be readily accessible at all dances. The release and hold harmless agreement must be signed. Signed: Date Date Building Principal	Gymnasium	\$20/hr		
Cafeteria (Excluding Equipment & Supplies) Kitchen/Dining Equipment \$20/hr 8' tables \$8.50 each Metal Folding Chairs Library Classroom PA System \$25/day Projection Equipment \$25.00 Rope Dividers Custodial Fee 1.5 x Hrly Rate Snow Removal (our contractor as needed) I understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee The renter agrees that prompt and full payment for any damages to, or loss of, school property will be made upon notification by school authorities. Phone number for Law enforcement officials must be readily accessible at all dances. The release and hold harmless agreement must be signed. Signed: Date Building Principal Building Principal	Tarps for Gym Floor (Discretion of School)	\$75.00		
Kitchen/Dining Equipment \$20/hr \$8.50 each \$8.50 each \$1.00 each \$	Locker Room	\$25.00/day		
8' tables \$8.50 each \$1.00 each \$	Cafeteria (Excluding Equipment & Supplies)	\$15/hr		
Metal Folding Chairs \$1.00 each \$15/hr Classroom \$25/day PA System \$25.00 Projection Equipment \$25.00 Rope Dividers \$5.00 each Custodial Fee \$1.5 x Hrly Rate Snow Removal (our contractor as needed) I understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee The renter agrees that prompt and full payment for any damages to, or loss of, school property will be made upon notification by school authorities. Phone number for Law enforcement officials must be readily accessible at all dances. The release and hold harmless agreement must be signed. Building Principal	Kitchen/Dining Equipment	\$20/hr		
Library \$15/hr Classroom \$25/day PA System \$25.00 Projection Equipment \$25.00 Rope Dividers \$5.00 each Custodial Fee \$1.5 x Hrly Rate Cafeteria Staff Fee \$1.5 x Hrly Rate Snow Removal (our contractor as needed) Per Current Contract I understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee The renter agrees that prompt and full payment for any damages to, or loss of, school property will be made upon notification by school authorities. Phone number for Law enforcement officials must be readily accessible at all dances. The release and hold harmless agreement must be signed. Signed:	8' tables	\$8.50 each		
Classroom \$25/day \$25.00 \$Projection Equipment \$25.00 \$Projection Equipment \$25.00 \$\$Rope Dividers \$5.00 each \$\$Custodial Fee \$1.5 x Hrly Rate \$\$Cafeteria Staff Fee \$1.5 x Hrly Rate \$\$Snow Removal (our contractor as needed) \$\$Per Current Contract \$\$I understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee	Metal Folding Chairs	\$1.00 each		
PA System \$25.00 Projection Equipment \$25.00 Rope Dividers \$5.00 each Custodial Fee 1.5 x Hrly Rate Cafeteria Staff Fee 1.5 x Hrly Rate Snow Removal (our contractor as needed) Per Current Contract I understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee The renter agrees that prompt and full payment for any damages to, or loss of, school property will be made upon notification by school authorities. Phone number for Law enforcement officials must be readily accessible at all dances. The release and hold harmless agreement must be signed. Signed:	Library	\$15/hr		
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Rope Dividers Custodial Fee 1.5 x Hrly Rate Industry Rate Snow Removal (our contractor as needed) I understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee The renter agrees that prompt and full payment for any damages to, or loss of, school property will be made upon notification by school authorities. Phone number for Law enforcement officials must be readily accessible at all dances. The release and hold harmless agreement must be signed. Signed: Date Date Date	PA System	\$25.00		
Custodial Fee	Projection Equipment	\$25.00		
Cafeteria Staff Fee Snow Removal (our contractor as needed) Per Current Contract I understand and agree to all conditions and regulations as approved by the Board of School Trustees as well as the following conditions: No signs, displays, or materials will be attached or nailed to floors, walls, curtains, woodwork, grounds, drive, etc. without the express approval of the superintendent or his/her designee The renter agrees that prompt and full payment for any damages to, or loss of, school property will be made upon notification by school authorities. Phone number for Law enforcement officials must be readily accessible at all dances. The release and hold harmless agreement must be signed. Signed: Date Date	Rope Dividers	\$5.00 each		
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Building Principal	 grounds, drive, etc. without the e The renter agrees that prompt ar will be made upon notification Phone number for Law enforcem 	xpress approval of the sup nd full payment for any dan by school authorities. nent officials must be readi	perintendent or homages to, or loss	nis/her designee s of, school property
	Signed:	D	ate	
Approved Declined	Building Principal			
	Approved F)eclined		

Date__

Superintendent___

AGREEMENT TO RELEASE AND HOLD HARMLESS

In consideration of the use of the Southwestern Consolidated School District facilities and equipment the undersigned for his/her successors, heirs, executors, and administrators, does hereby release, discharge, and hold harmless Southwestern Consolidated School District and all of its agents and employees from all claims, demands, actions, or cause of action on account of any injury to any person or damage to any property which may occur from any cause during the period of the undersigned's use of the above said facilities or equipment.

Dated this	day of	, 20
Signed (organiz	zation)	
В	у	
Witness:		
_		
_		

Building and Facilities Use Form: Exemption of Rental Fees

- All school sponsored organizations/events and school affiliated organizations will be given priority scheduling.
- All school sponsored organizations/events and school affiliated organizations (i.e Athletic Boosters, Band Boosters, SWE PTO, Spartners, etc) which exist solely for the purpose of supporting Southwestern students are exempt from rental fees.
- All non-profit organizations (i.e. Scouts, 4-H, AAU Basketball, etc.) which involve Southwestern students are exempt from the base fee and the custodial fee from 3:00pm-9:00pm on weekdays when school is in session. Other fees will apply as applicable. Restrictions of specific areas may apply.
- All non-school sponsored organizations will be charged applicable rental fees on weekends and when school is not in session.
- Exceptions may be made with written permission from the superintendent.

Southwestern Consolidated School Corporation buildings are not for rent to individuals for private events.