

Facility Usage Request/Contract

Edinburgh Community School Corporation
202 South Keeley St
Edinburgh, IN 46124
812-526-2681 Fax 812-526-0271

Name of Organization _____ Facility Desired _____

Event _____

Date(s) _____ Hours _____ Bldg/Room Opened _____

Rehearsal(s) Date _____ Hours _____ Bldg/Room Opened _____

The attendance expected _____ The admission charge will be _____

The proceeds will be used for _____

Custodians _____ Kitchen _____ P.A. _____

Locker Rooms _____ Chairs _____ Stage Equipment _____ Piano _____ Tables _____

Other requirements _____

We have read and fully understand the rules and procedures governing the use of these facilities as listed on the reverse side. We agree to the strict observance of these rules and regulations and to be responsible for any damage to school property, personal property, or personal injury due to such occupancy and activities offered. Our certificate of insurance is attached. We understand that we are responsible for the activity and/or actions of all individuals involved in our event. We also assume liability for all individuals once they step on to the Edinburgh Community School Corporation property to participate in said event. We understand that approval is contingent upon the availability of required staff.

Name _____ Signature _____

Print or Type

Address _____

City _____ State _____ Zip _____ Telephone() _____ Date _____

The above request does not interfere with the educational program of this school and this request is hereby approved. The use of the necessary facilities for the above dates has also been scheduled.

Room(s) assigned _____ Staff assigned to work _____

Principal _____ Date _____ Facilities Assistant _____ Date _____

\$ _____ Facility Rental Fee, Payable
With application

Make check payable to:
Edinburgh Community School Corporation

\$ _____ Custodial/Staff Fee

Signature _____ Date _____

Fee received and application approved in accordance
with the rules and regulations of the Board of School Trustees.

**EDINBURGH COMMUNITY SCHOOL CORPORATION
RULES AND REGULATIONS
FACILITY USAGE**

PROCEDURES

1. A Facility Usage Request must be signed and on file before use of any facility.
2. Requests for use of all facilities must be made at the Edinburgh Community High School or East Side Elementary. The Principal will be responsible for coordinating all activities.
3. To rent a facility you must make arrangements 72 hours prior to the activity. Pre-payment must be made for one hour use of space and one hour custodial fee. If 24 hour notice is given of cancellation, these fees will be refunded.
4. When school facilities are being used by the public, a custodian must be on duty. If the kitchen or other specialized areas or equipment are being used, a school employee experienced with that area or equipment must be present.
5. Time will be charged for set up and/or clean up time worked due to your groups activity.
6. The School Board reserves the right to cancel use of facilities at any time if there is a conflict with any regular school activity.
7. The School Board also reserves the right to refuse permission to any group to use school facilities for purposes that, in the opinion of the Board, do not best fit the overall interest of the community.
8. A certificate of General Liability must be presented with this application. Limits are to be equal to \$1,000,000 combined single limit. Edinburgh Community School Corporation, Edinburgh community School board of Trustees, Community School Buildings and/or similar entity is to be named as additional insured.

RULES

1. **NO ALCOHOL** or **DRUGS** allowed on school property.
2. **NO SMOKING** allowed on campus.
3. Members of your group must stay within the area you have reserved.
4. The person who signs the Facility Usage Request will be responsible for his or her group.

ANY EXCEPTIONS TO THESE RULES AND REGULATIONS WILL HAVE TO BE PRE-APPROVED AT THE EDINBURGH COMMUNITY SCHOOL CORPORATION CENTRAL OFFICE AT 202 SO KEELEY ST.