

Copy For: File ___ Renter ___ Principal ___ Payroll Clerk ___ Dir. B/G ___ Head Custodian ___ Dir. Food Service ___ Other ___
 Mailed Original To Renter For Completion Of Facility Rental Agreement On: _____

SECTION TO BE COMPLETED BY RENTER

FACILITY RENTAL REQUEST

Name of Renter: _____
 (Renter must be a resident of Salem Township, be at least 21 years old, and must be a participant in proposed activity.)

Address of Renter: _____

(Include complete address, with city, state, and zip code)

Phone: Home _____ Work _____

Name Of Organization (if any): _____

Facility Requested: _____

Equipment Requested: _____

Date(s) Requested: _____

Description of Activity (Nature & Purpose): _____

Time for facility to be open: _____

Time for activity to begin: _____

Time for activity to end: _____

Time clean-up ends: _____

Total Time Requested: _____

Proof of Liability Insurance Required:

Our organization has liability insurance to cover the event.

Yes ___ No ___ (If yes, please attach proof of insurance.)

IMPORTANT:

Renters, be sure to read the Facility Rental Rules, Regulations, Responsibilities, and Fees. Return this request form to the building principal for the approval process.

After the Superintendent makes the final determination, this form will be returned to you for you to complete the Facility Rental Agreement (found on the back of this form). The facility will only be made available after you complete, sign, and return the Facility Rental Agreement. You must also return a check for the fees with the agreement (unless the fees are waived).

If you have questions or need assistance with this form call the Superintendent's Office at 378-3329, the Elementary School Office at 378-0251, or the Jr./Sr. High School Office at 378-3371.

FACILITY RENTAL

Rules, Regulations, Responsibilities, And Fees

Upon application to the school Principal and/or Superintendent facilities may be made available whenever possible to all non-school affiliated groups and other organizations and persons meeting the following rules and regulations:

1. The use of all facilities for any purpose shall be cleared by an administrator. Upon completion of an application, fees and services required will be determined. The following is a schedule of the facility use fees:

Facilities	Facility Rental Fee Per Hr. Session	Required Personnel Cost Fee Per Hr. Session	Total Rental Fee Per Hr. Session
Elem. Gym	\$25.00 +	\$25.00 =	\$50.00
Cafeteria(s)	\$15.00 +	\$25.00 =	\$40.00
Kitchen(s)	\$25.00 +	\$25.00 =	\$50.00
Library Area(s)	\$15.00 +	\$25.00 =	\$40.00
Unassigned Classroom(s)	\$15.00 +	\$25.00 =	\$40.00
HS Gym	\$50.00 +	\$25.00 =	\$75.00
Corp. Grounds	Fees established by the Superintendent on a by individual activity		
Equipment	Fees established by the Superintendent according to equipment used		

2. The Facility Rental Agreement will spell out all details of the areas to be used and the responsible persons shall see to compliance to the agreement.
3. ALL Facility Rental Agreements issued are subject to cancellation when a conflict arises with school activities. Notice for reason of cancellation will be given.
4. Gambling, drinking, smoking and the possession of intoxicants on the school property is specifically prohibited.
5. No furniture or equipment (including pianos, showers, stage equipment, audio-visual equipment, tables or chairs) shall be used or moved without express approval on the Facility Rental Agreement.
6. The School District and its employees shall not be responsible for injuries, damage to or loss of property upon school premises sustained by applicant participating in a program, or to a patron of any program.
7. No signs, displays, or materials may be attached to or nailed against the walls, window glass, woodwork, draperies, blinds, stage equipment, grounds, drives, etc. without expressed approval on the Facility Rental Agreement by the school Principal and/or Superintendent.
8. It shall be necessary for some organizations, depending upon the size of the group, to have parking lot attendants..
9. All rights for the operation of concessions are reserved by the school district unless approved on this agreement .
10. School facilities available for use shall be determined by the building Principal and/or Superintendent.
11. When the school kitchen and/or serving areas are requested, a personnel fee must be paid.
12. Facilities shall only be made available after approval of the Facility Rental Agreement and payment of fees.
13. Facilities are programmed for energy management and conservation. Building temperatures will remain electronically set at the discretion of the Superintendent.
14. The renter must be from Salem Township, be at least 21 years old, and must be a participant in the proposed activity. The purpose of the facility rental must be nonprofit and for educational, civic, or entertainment benefits to the community of Salem Township.
15. The renter or the renter's group or organization is responsible for any damage to rented facilities, property, or equipment occurring while in their possession or during the activity.

SECTION TO BE COMPLETED BY PRINCIPAL

Director Bldgs/Grounds: Approved ____ Denied ____
 If Approved, Custodian Assigned: _____

Signature: _____ Date: _____

Director Food Service: Approved ____ Denied ____
 If Approved, Cook Assigned: _____

Signature: _____ Date: _____

_____ This activity is in the best interest of the students of Daleville Community Schools, occurs during regular custodial hours, and require no additional time for school personnel. I therefore recommend rental fees be waived.

_____ I recommend that the fees below should be assessed for normal activities.

Estimated Fees: (See attached fee schedule for rate)
 Facilities: (Hours X Rate) = _____

Grounds: (Hours X Rate) = _____

Personnel: (Hours X Rate) = _____

Equipment: (Hours X Rate) = _____

Total Estimation: _____

Preliminary Determinations:

Principal: Approved ____ Denied ____

Signature: _____ Date: _____

Additional Comments:

FINAL DETERMINATION: Superintendent/Designee:

Approved _____ Denial _____

Signature: _____ Date: _____

Name Of Renter: _____

If your request to use Daleville Community Schools' facilities has met the approval of the Superintendent/Designee, the facilities shall only be made available after you complete, sign, and return the Facility Rental Agreement below to Daleville Community Schools, Superintendent's Office, 8700 South Bronco Drive, Daleville, Indiana 47334. (A check or money order should be made out to Daleville Community Schools for the amount determined and submitted along with the Facility Rental Agreement.) Facility use fees are pre-paid for a period of six (6) months for activities, which include several sessions.

A copy of this signed agreement will be returned to you along with a receipt for payment.

FACILITY RENTAL AGREEMENT

It is hereby agreed between Daleville Community Schools of Delaware County, Indiana and _____

_____ (renter), a citizen who resides within Daleville Community Schools' boundaries, that permission is given to rent (list facilities, grounds, equipment, etc.)

_____ on _____ (date or dates).

The total estimated fees for facilities, grounds, personnel, and/or equipment are _____.

A check is attached to this agreement (unless fees are waived) with the understanding the balance of the estimated fees credited toward the actual fees, if any differences, will be paid within one week following the activity. Facility use fees are pre-paid for a period of six (6) months for activities, which include several sessions. Fees are nonrefundable unless requested activity is denied or canceled at least 48 hours in advance of the scheduled date. The check should be made out to Daleville Community Schools.

It is further agreed that the renter shall abide by the rules, regulations, responsibilities and Board Policies of Daleville Community Schools. The renter and/or sponsoring organization accepts full responsibility for damage to all rented facilities and equipment, and will pay Daleville Community School for any damages incurred.

Renter's Signature: _____

Date: _____

FOR OFFICE USE ONLY:

All Information Completed and Received:

Date: _____