

Randolph Central School Corporation

103 N. East Street, Winchester, IN 47394 Phone: 765-584-1401 Fax: 765-584-1403

REQUEST FOR USE OF FACILITIES

To: Principal: _____ School: _____

From (Person Making Request): _____

Phone Numbers of Person Making Request: _____

We seek permission to use the following school facilities:

School Building: _____ Room(s): _____

If for a season or extended period, state the beginning and ending dates: _____

If for a specific event, please list the times of building occupancy/access:

Date _____ Entry Time _____ Exit Time _____

Date _____ Entry Time _____ Exit Time _____

Date _____ Entry Time _____ Exit Time _____

Date _____ Entry Time _____ Exit Time _____

Estimated attendance at event _____

Will an entry fee be charged? _____

We require use of the following and understand there may be a charge for such use:

Stage _____ Speaker Stand _____

Special Lighting _____ Ticket Table _____

Piano (on floor) _____ Chairs for Ticket Table _____

Piano (on stage) _____ Gymnasium Showers _____

Projector _____ Folding Chairs (number) _____

Kitchen _____ Tables (number) _____

Additional request or comments: _____

Terms and Conditions:

1. The School Corporation activities have preference over outside activities in using the school buildings, and this request is subject to cancellation if the requested facility is needed for a school activity.
2. If this permission is granted, the renting party agrees to be responsible for any accidents or injuries sustained by any person attending or participating the program or activity for which we may use the above-mentioned school facilities and to be responsible for replacement in case of any damage or loss incurred.

3. The use of a kitchen area may require special training and/or the paid presence of a Randolph Central employee.
4. The renting party shall provide the School Corporation with a certificate of insurance naming the Randolph Central School Corporation as an additional insured with liability coverage of one million dollars (\$1 million).*
5. There shall be no use of tobacco, electronic cigarettes, illegal drugs, or alcoholic beverages in any school building or on school grounds.
6. All renting parties shall be assigned a custodian and pay for all charges for custodial coverage during the period of use.
7. The fees below are estimates. The renting party shall receive an invoice after the use of the facility for the actual amount incurred.

Name of Organization/person/group: _____

Signature: _____

Address: _____ Phone: _____

***Please attach proof of insurance unless waived by administration.**

THIS SPACE FOR CORPORATION USE

This request has been approved and granted.

RENTAL FEE \$ _____

ESTIMATED CUSTODIAL CHARGES \$ _____

ESTIMATED TOTAL CHARGES \$ _____

Users will be billed for actual charges after the event. All checks must be payable to **Randolph Central School Corporation**.

This approval is subject to certain other conditions as set forth below:

This request cannot be granted for the following reason(s):

Principal's Signature: _____ **Date:** _____

Superintendent's Signature: _____ **Date:** _____