

APPLICATION - USE OF SCHOOL FACILITIES

Location:

- Lawrenceburg Primary School - 400 Tiger Blvd.
- Central Elementary School - 500 Short Street.
- Greendale Middle School - 200 Tiger Blvd.
- Lawrenceburg High School - 100 Tiger Blvd.
- Administration Office - 300 Tiger Blvd.

Other, please specify _____

Type of Facility:

- | | |
|--|--|
| <input type="checkbox"/> Athletic Facility | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Home Ec Room | <input type="checkbox"/> Auditorium |

Other, please specify _____

Date(s) of Facility Use: _____

Time: From _____ To _____

Nature of Facility Use: _____

Price of Admission: _____ Sale of Articles/Concessions: Yes No

Anticipated Use of Proceeds: _____

Does your group have liability insurance? Yes No

If yes, company name and policy # _____

Signature below indicates that applicant has been furnished a copy of Policy 7510 *Use of School Facilities Policy* and agrees to the policy.

Applicant's Signature: _____ Printed Name: _____

Name of Organization: _____

Address of Organization: _____

Telephone Number of Organization: _____

Email Address: _____

Address of Applicant: _____

Telephone Number of Applicant: _____

Approval of Activities Director: _____ Date: _____

Special Instructions to Applicant: _____

Please send a completed copy to the administration office.

ESTIMATED BILLING STATEMENT FOR
LAWRENCEBURG COMMUNITY SCHOOL CORPORATION
FACILITIES USE

Organization/Agency name: _____

Contact Person: _____

Address: _____

Facilities to be used: _____

On (date): _____

For the following purpose: _____

Rental fee: _____ See fee schedule.

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity.

Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

Your use of these LCSC facilities requires the additional employment of custodial assistance for _____ hours at their current rate of salary (_____ per hour) and/or cafeteria personnel for _____ hours at their current rate of salary (_____ per hour) and/or auditorium director for _____ hours at their current rate of salary (_____ per hour).

Total Estimated Cost: _____

I/We hereby agree to pay for the rental fee, custodial, cafeteria, and/or auditorium director services at the rates listed above. I/We also agree to pay for any additional time that may arise beyond the estimated amount.

Applicant Signature

Date

Building Administrator

Superintendent

Waiver of fees Yes ___ No ___

(Fees may only be waived with Superintendent's signature.)

Please submit a check in the amount of \$ _____ made payable to Lawrenceburg Community Schools. Mail the check to:

Lawrenceburg Community Schools
300 Tiger Blvd.
Lawrenceburg, IN 47025
Attn: Pam Taylor

For Information call (812) 537-7202

Auditorium Request Form

Please complete pages 2-3, and submit to Susan Herrick to reserve the LHS Auditorium. You may scan and email, or submit a hard copy to my LHS Teacher Mailbox. Please insert "Auditorium Request" in the Subject Line of email submissions. Keep page 1 for your personal information.

Thank you,
Susan Herrick, Auditorium Director
sherrick@lburg.k12.in.us
Ext #1151

Rules Concerning Use of the Auditorium and Surrounding Facilities

1. It is understood that **education** use is the first priority of these facilities, including play and musical productions, and choir and band competition and concert seasons. Therefore, all facilities will be left in good or better condition than that which preceded your use. All student and/or teacher products, materials, equipment will not be disturbed.
2. Requests for facility use should be submitted as soon as possible for requested use. **This includes requests from within LCSC.**
3. An Auditorium Request should be filled out for every Auditorium event, be it a rehearsal or performance, with the exception of the LHS Musical, and play. For multiple rehearsals, attach a calendar with all dates and times.
4. Ushers provided by the group requesting the auditorium are required to monitor the entrances, with at least two ushers. The Auditorium Director, or Technical Director will conduct a meeting with all ushers ten minutes before the house is to open.
5. Only authorized tape (gaff tape, splice tape, colored electrical tape) may be used on the stage floor.
6. Curtains may only be operated by the student stage manager or designee. Tape or pins may not be used to hold up decorations.
7. Only authorized persons will be allowed in the technical booth.
8. Any and all changes to lighting and sound systems must be authorized and approved by the Technical Director. Directors of the plays, musicals, choral concerts, or band concerts should notify the Technical Director of any changes made to these systems.
9. No food or drink is allowed in the auditorium, or technical booth. Water in a closed bottle may be used.
10. The contact person on this request form is required to coordinate a cleaning of the auditorium, the stage, the backstage areas, and surrounding hallway at the conclusion of the event. Any items left in these areas after 48 hours will be removed and the requesting organization may jeopardize future auditorium usage.
11. Invoices pertaining to facility usage will be issued by the LCSC Administration.
12. Only personnel authorized by the Auditorium Director may run the lighting, audio & rigging systems. **PLEASE do not re-configure any lighting or sound connections without the consent of Kevin Havlin.**
13. Organizations using the Auditorium are responsible for supervising their participants while they are in the school facilities. Groups are responsible for participant's compliance with building use regulations.

It is the Auditorium Director's highest hope that this facility be used frequently and respectfully for the advancement of knowledge, and musical and theatrical expressions for the students of LCSC and our surrounding community organizations who promote education and the performing arts!

Auditorium Request Form

This form should be filled out by the faculty sponsor or group supervisor and submitted to the Auditorium Director (Susan Herrick). Please make every effort to submit requests as soon as possible so that preference may be given to LCSC organizations-especially in the months of May and December.

Name of Group/Show: _____

Contact: _____ LCSC Extension: _____ Cell Phone: _____

Email Address: _____

Date(s) of Event: _____

Set-Up Start Time: _____ Tear-Down End Time: _____ Door Open: _____

Performance Start Time: _____ Performance End Time: _____ Est. Attendance: _____

*If your event requires several dates for rehearsal, please provide a calendar.

When the auditorium is being used, the Technical Director or Director, and student technicians, are generally required. Normally, one student for audio, one student for lighting, and one student stage manager are required. When the Technical Director or Director are required, sponsoring groups will be required to pay \$10/hour per needed Director for services. Student technicians may be offered community service hours, each theater club points, or volunteer their services for events held in the auditorium.

Facility Request:

- | | |
|---|----------------------------------|
| _____ Auditorium & Lobby | _____ Ticket Booth |
| _____ Apron only (in front of main curtain) | _____ Dressing Rooms |
| _____ 1/3 stage | _____ Costume Room (w/restrooms) |
| _____ 2/3 stage | _____ Choir Room |
| _____ Full stage | _____ Cafeteria |

Other Rooms (please specify): _____

Stage Request (may require the use of a technician and/or custodian):

- | | | |
|---------------------|-----------------------------|----------------------------|
| _____ Podium | _____ Choir Risers (We have | _____ Tables # _____ |
| _____ Computer | 7, 4-step Wenger Risers) | _____ Music Stands # _____ |
| _____ DVD Player | _____ Grand Piano | _____ Tables # _____ |
| _____ LCD Projector | _____ Pit Piano | _____ Chairs # _____ |
| _____ Movie Screen | | |

Other items (Please specify): _____

Audio Request will require the use of a technician:

_____ Microphones Number, up to 3

_____ Stage Monitors Number, up to 2

Other items (please specify):

Lighting Request (may require the use of 1-4 technicians):

Lighting Needs (please specify):

**If necessary, please attach a brief sketch or written description of the required set-up for the stage area.*

Date form was received by Susan: _____

Auditorium Director's Signature: _____

Technical Director's Signature: _____

Fees:	Auditorium Director	Technical Director	Student Technician(s)	# of hours
	<i>Susan Herrick (\$10/hr)</i>	<i>Kevin Havlin (\$10/hr)</i>	_____	_____
			_____	_____
			_____	_____
			_____	_____

**Facility usage fees are determined by the Superintendent, and will be included on the Use of School Facilities paperwork. Facility Usage Applications are available from the Activities Director.*

Copies to: M. Pierson Organizer S. Herrick K. Havlin

Permission is granted to _____ for the use of the auditorium, and surrounding areas for the dates and times requested above.

Permission is denied to _____ for the use of the auditorium, and surrounding areas for the dates and times requested above. Permission is denied for the following reasons(s):

**ACKNOWLEDGEMENT & ASSUMPTION OF RISK, RELEASE OF LIABILITY,
INDEMNIFICATION & HOLD HARMLESS AGREEMENT**

FOR AND IN CONSIDERATION of permission to observe, engage and/or participate in the activities (hereinafter **Event**), as referred to above, and/or being permitted to enter any properties and/or premises areas (collectively known as **Event Site**), which is/are owned and/or controlled by **Lawrenceburg Community School Corporation** and/or any of its affiliated **School Building Corporation(s)**, I/we hereby **knowingly and willingly** agree to fully, and forever, release, discharge, indemnify, hold harmless and/or defend **Lawrenceburg Community School Corporation**, including its affiliated **School Building Corporation(s)**, Board of School Trustees, school officers, administrators, teachers, directors, instructors, employees, agents, insurers, representatives, and/or volunteers (hereinafter **Releasees**) from and against any and all liability for any claims, demands, causes of action, losses of any kind or nature arising out of any incident giving rise to any injury, including death, which I/we might sustain and any theft, unexplained disappearance or damage which I/we might incur to any of my/our property or possessions, whether caused, or alleged to have been caused, in whole or in part, by a party indemnified and/or held harmless hereunder. Further, this **Acknowledgement & Assumption of Risk, Release of Liability, Indemnification & Hold Harmless Agreement** is intended to, and shall, include and bind myself/ourselves including, without limitation, my spouse, family members, including minor children accompanying me/us, and my/our heirs, successors, assigns, executors, administrators and personal representatives. I/we **knowingly and willingly** agree:

01. I/We know, and understand, the nature of the **Event** and my/our experience and capabilities, and believe that I am/we are qualified to participate in the **Event**. I/We will inspect the premises, facilities, and/or equipment to be used, or with which I/we may come in contact. If I/we believe anything is unsafe, I/we will cease, and/or refuse, to participate further in the **Event** and immediately leave the **Event Site**.
02. I/We acknowledge and agree, that by engaging in the **Event**, all laws, ordinances, public safety guidelines and Event Rules and Directions (including common sense) will be observed - at all times - or I/we will be subject to disqualification and may be directed to cease all participation therein by the **Event** Organizers, or school representatives and leave the **Event Site**, all, at their sole discretion.
03. I/We fully understand and agree that:
 - A. there are risks that may be caused by my/our own actions, or inactions, the actions or inactions of others participating in the **Event**, the rules of the **Event**, the condition and layout of the Property and premises, in general, and any equipment (fixed or mobile), or the negligence, alleged or otherwise, of the **Releasees**, named and/or referenced herein;
 - B. there may be other risks not presently known to me/us or that are not readily or reasonably foreseeable at this time;
 - C. the social and economic losses and/or damages that could result from these referenced risks could be severe and could permanently, and negatively, impact and change my/our life and future;
 - D. the **Releasees** have acknowledged to me/us that they have no direct, nor constructive knowledge of any dangerous conditions in/or related to the Event and the properties and/or premises to be utilized for this Event, and we understand and agree, the **Releasees** are under no continuing, affirmative obligation to further inspect the properties and/or premises.
04. I/We hereby acknowledge your consent to entry into **Lawrenceburg Community School Corporation and/or any of its affiliated School Building Corporation(s)**, properties and premises, and I/we hereby accept and assume all such risks, known and unknown, and assume all responsibility for any and all losses, costs, and/or damages following any such injury, including disability, paralysis, or death, even if caused, in whole or in part, by the negligence of the **Releasees** named and/or referenced herein.

05. I/We hereby **knowingly and willingly** release and discharge from any and all claims and liabilities, and covenant not to sue **Lawrenceburg Community School Corporation and/or any of its affiliated School Building Corporation(s)**, its Board of School Trustees, school officers, administrators, teachers, directors, instructors, employees, agents, insurers, representatives and/or volunteers who may, or may not, give recommendations, directions, or instructions or engage in risk evaluation activities, regarding the premises or **Event**, and each of them, for all purposes herein referred to as **Releasees**, from any liability to me/us and my/our spouse(s), personal representatives, assigns, heirs, and next of kin, for any and all claims, demands, causes of action, losses of any kind or nature, costs or damages on account of any injury, including, but not limited to, death or theft, or damage to property, caused or alleged to have been caused, in whole or in part, by the negligence or the **Releasees** or otherwise.
06. If, despite this **Agreement**, I/we, or anyone on my/our behalf including my spouse, children and/or guests, makes a claim(s) against any of the **Releasees**, named and/or referenced herein, I/we agree to **knowingly and willingly indemnify, hold harmless and defend the Releasees** from any and all expenses, attorney fees, loss, liability, damage, or costs they may incur due, in any form or fashion, to the claim or demand made against the **Releasees** as named and/or referenced herein, whether the claim is, in whole or in part, based on the negligence of the **Releasees**, as may be alleged or otherwise.
07. I/We **knowingly and willingly**, and with full understanding, sign this **Agreement** on my/our behalf including my/our spouse(s), family members, minor children, guests, heirs, successors, assigns, executors, administrators and/or personal representatives.

WARNING: Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities, at this location, if the death or injury results from inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of the sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical activity.

I/WE HAVE READ THIS ACKNOWLEDGEMENT & ASSUMPTION OF RISK, RELEASE OF LIABILITY, INDEMNIFICATION & HOLD HARMLESS AGREEMENT, INCLUDING THE INDIANA STATUTORY "WARNING," UNDERSTANDING THAT BY SIGNING IT, I/WE GIVE UP SUBSTANTIAL RIGHTS I/WE MIGHT OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE RELEASEE(S)' FAULT, OR OTHERWISE, AND I/WE SIGN IT KNOWINGLY & WILLINGLY AND WITHOUT INFLUENCE AND/OR INDUCEMENT.

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

Signature of Participant/Releasor	Printed Name	Date
-----------------------------------	--------------	------

1/24/13
10/13
3/6/14
8/26/15
9/10/18

