

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 _____
 Supt _____

Date of Application _____
 Contact Person: _____ Telephone# _____
 Name of Organization: _____
 Address: _____
 BUILDING REQUESTED: _____
 Date of Setup: _____ Setup Time _____
 Date of Cleanup _____ Cleanup Time _____
 Date of Usage: _____ Event Time _____
 Description of Event _____

Facility and Equipment Request

Facility/Equipment	Rate	# Needed	Total Fee
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		
8' 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		

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 _____

Approved _____ Declined _____

Superintendent _____ Date _____

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 (organization)_____

By _____

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.