

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.