

Southern Wells Community Schools Application for Use of School Facility

***Form needs to be turned in to the High school office four weeks in advance of the event.**

School Building Desired: _____
(one form per facility requested)

Event Date(s): _____ M T W Th F S SU Arrival Time: _____ Departure Time: _____

Organization Name: _____

Purpose of the Meeting: _____

Organization Type: _____ Not for Profit _____ Other Admission being charged for event: _____ Yes _____ No

Supervised by (if different from applicant): _____

Are all the participating students from SWCS _____ Yes _____ No (if no please explain)

Contact Name: _____
Please Print (First Name) (Last Name)

Email: _____ Phone: _____
Please Print

Billing Address: _____

Custodial services required: _____ Kitchen Facilities required: _____

Certificate of Insurance Attached if needed: _____

School Equipment required: _____

I have read and fully understand the rules and regulations as they appear on page two of this form governing the use of these facilities and agree to abide by them and be responsible for any damage to school property due to such occupancy.

Signature of Applicant: _____ Date: _____

Event Place on Calendar: _____ Principal Approval: _____

Approval Signature for Rental of Facilities: _____

Denied Signature for Rental of Facilities: _____

Policy /Use of School Facilities

- A. The use of the Community Schools facilities outside of school hours will be granted for worthwhile educational, recreational, civic, cultural, or commercial activities included which are consistent with statutes, the primary purposes of the Schools, and the administrative guidelines of the Board. Such activities shall be sponsored by responsible citizens or a group of responsible citizens and pertain to the general welfare of the school community. Facilities will also be available for use by not- for profit or non- profit organizations providing child care programs which meet State requirements and additional conditions established by the Corporation.
- B. Regular school related functions shall be given first consideration and highest priority in the use of the Corporation facilities. An application for use of facilities may be picked up at the individual school offices. Approval for the use by non-school groups shall be made through the office of the Superintendent of Schools, who shall issue the necessary permit form in accordance with adopted policies and procedures.
- C. The applicant agrees to save and hold harmless the Corporation and agrees to assume responsibility for all liabilities arising incident to the occupancy of said facility use; it being understood and agreed that the School Corporation assumes no obligation respecting the use of such premises.
- D. The applicant shall be fully responsible for all damage or loss of school property, including that belonging to students or employees, occurring during the time the facilities are in use by the applicant.
- E. Gambling and drinking or the possession of intoxicants and /or illegal drugs within the school building or on school property is illegal. Smoking and the use of profane or indecent language is also prohibited. Appropriate behavior is required of all members of the rental party. All state and local fire safety laws and regulations must be observed.
- F. Any organization or group which fails to meet all obligations growing out of previous rental is to be denied further renting privileges until settlement has been made in full.
- G. The Community Schools abides by all State and Federal laws and regulations with respect to nondiscrimination: however, the Board reserves the right to revoke any applications for use of its facilities, and refund any payment made by the applicant if it is found that such applicant has misrepresented the facts as to the character of his/her organization or purpose of the use contemplated. The Board reserves the right to refuse privileges to any and all organizations.
- H. Permits issued by the Board are subject to cancellation in cases of emergency, school closing or for just cause. Every effort will be made to give prior notice to the renting group.
- I. Sunday rentals of Corporation facilities may not be made to groups or individuals where personal profit is the motive for the rental. The Board may grant permission to rent facilities on Sunday when the sponsoring groups has gone through the proper rental procedure and the event will clearly benefit our student and/or our community.
- J. No furniture or equipment shall be used or moved without the expressed approval or the permission or consent of the school principal or his/her designee.
- K. Supervision of spectators and other non-participants is the responsibility of the applicant.
- L. The fee for the use of Corporation facilities will include supervisory and custodial fees, plus a fee to cover the cost of heat and lights. These fees are established by the Board.
- M. Food, drinks, and snacks may be served in the school cafeteria. Food and drink are not permitted on other carpeted areas. Hot plates, coffee urns, etc. may be used. However, if any of the kitchen equipment is to be used, such as the dishwasher, steam tables, etc., a food service employee from the cafeteria staff must be present.
- N. Rentals are made with the assumption that most rental groups will average under 200 people. Additional charges may be made for larger groups at the discretion of the Superintendent or administrative assistant for facilities. Additional charges may also be levied if the activity of the renting group would cause unusual wear on the facilities.
- O. Groups renting the gymnasium must provide their own loose equipment.

Rental application forms, fee schedules, and rental guidelines are available at the Superintendent's Office.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding and care of victims or potential victims when requested by Local, State, or Federal authorities. The Superintendent meets with the local authorities to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.