

M.S.D OF WARREN COUNTY

FACILITY USE FORM

M.S.D. of Warren County is agreeing to use of the facilities. Corporation insurance will not apply to injuries and/or damages to property. Individuals and organizations requesting use of the facilities assume complete responsibility in these areas.

CURRENT DATE: _____

DATE of EVENT: _____

TIME of EVENT: _____

ORGANIZATION MAKING REQUEST: _____

NAME of INDIVIDUAL in CHARGE: _____

CONTACT NUMBER: _____

SIGNATURE of INDIVIDUAL in CHARGE: _____

FAX: _____

E-MAIL: _____

FACILITY REQUESTED (please circle): FAC PAC POOL OTHER: _____

PURPOSE OF EVENT (describe fully): _____

SPECIFIC NEEDS/AREAS: _____

**All requests should be returned to:
M.S.D. of Warren County, 101 N. Monroe Street, Williamsport, IN 47993.**

TO BE COMPLETED BY SUPTERINTENDENT'S OFFICE:

Approved: _____ or Denied: _____

Reason if Denied:

1. Request Form Signed by Requesting Organization (individual in charge): _____

2. Principal Calendar Clearance: _____

3. Rental Fee Amount (\$100 minimum, \$25 each additional hour after first): _____

4. Sound/Lighting Equipment Needed (\$15 per hour, minimum of 3 hours): _____

5. Kitchen Help Needed (\$15 per hour, minimum of 3 hours): _____

6. Custodial Help Needed (\$15 per hour, minimum of 3 hours): _____

7. Lifeguards Required (2 required, \$15 per hour, minimum of 3 hours): _____

8. Insurance Certificate Required*: _____

9. Additional Restrictions/Instructions:

ESTIMATED COST*: _____

*Proof of Insurance and Estimated Cost payment must be made prior to event. Additional charges may be applied after event for extra time worked at event or cleaning of the facilities.

Superintendent or Designee

Date

M.S.D OF WARREN COUNTY

FACILITY USE RULES

1. Applications:
 - A. All requests must be submitted on a Facility Use Form at least two days prior to the date for which the facility is requested.
 - B. The superintendent has the final authority for granting or refusing any requests for the use of the facility.
 - C. Rental fees may be charged and must be paid in advance of the date which the facility is to be used.

2. Waiver and Release of Liability:
 - A. Group/Organization agrees to release and discharge the Metropolitan School District of Warren County (including its affiliated organizations, directors, officers, employees, and volunteers) for all claims for any liability, injury, loss, or damage in connection with the use of any facility of M.S.D. of Warren County.
 - B. The Group/Organization further agrees to behave in a responsible manner while using the approved facilities and equipment and agrees to pay for any damages as a result of misuse and/or misbehavior.
 - C. M.S.D. of Warren County is agreeing to use of the facilities. Corporation insurance will not apply to injuries and/or damages to property. Individuals and organizations requesting use of the facilities assume complete responsibility in these areas.

3. General Rules:
 - A. Food and Beverages: Food and drink (including sports drinks) are not allowed in the field house, fitness center, or Patriot room. Only water in containers with lids is allowed. Food and beverages in other facilities must be approved in advance.
 - B. Clean Up: The Group/Organization is responsible for placing all trash in appropriate waste containers. A fee will be charged if additional custodial help is required after the use of the facility.
 - C. Alcoholic Beverages and Tobacco: The use or possession of alcoholic beverages or use of tobacco is not permitted on school property.