

7510 F1  
 REQUEST FOR USE OF SCHOOL FACILITIES AS PER SCHOOL POLICY 7510 – USE OF SCHOOL FACILITIES  
 Principal: \_\_\_\_\_ School: \_\_\_\_\_

TO: \_\_\_\_\_

**We seek permission to use the following school facilities:**

School Building: \_\_\_\_\_

List all dates for this request:

Day:	Date:	HOURS	
		From:	To:
_____	_____	_____	_____
_____	_____	_____	_____

Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Facilities Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Rental Charges; Please check all that apply**

<input type="checkbox"/>	#	Amount	Total Cost	Area requested
<input type="checkbox"/>		\$50		Each additional hour of use beyond 3 hours for facilities and 4 hours for middle school park area.
<input type="checkbox"/>		\$50		Instructional Classroom(s)
<input type="checkbox"/>		\$150		Middle School Gym (each)
<input type="checkbox"/>		\$250		Both Elementary Gyms (\$100 for one gym)
<input type="checkbox"/>		\$65		Primary, Elementary & High School Large instruction room
<input type="checkbox"/>		\$75		Cafeteria (without kitchen)
<input type="checkbox"/>		\$150		Cafeteria with kitchen plus kitchen personnel at one and one-half rate with a 2 hour minimum (see below)
<input type="checkbox"/>		\$150		Swimming Pool plus staffing
<input type="checkbox"/>		\$150		High School Auditorium plus staffing
<input type="checkbox"/>		\$150		Middle School Park - 4 Hour minimum (formerly the North Pool)

**STAFFING NEEDS**

<input type="checkbox"/>	# Personnel	Hours Needed	Hourly Rate	Total Staffing Cost	Personnel needed
<input type="checkbox"/>			\$25.00		Pool Director, Auditorium Director, or Event Supervisor (required for pool/auditorium rental – minimum of 2 hours)
<input type="checkbox"/>			\$10.00		Life guards – (required for pool rental - minimum of 2 hours)
<input type="checkbox"/>					Cafeteria personnel - one and one-half times their hourly rate (Required for kitchen rental -2 hour minimum)
<input type="checkbox"/>					Custodial personnel – one and one-half times their hourly rate (2 hour minimum)
<input type="checkbox"/>			25.00		Supervisor – Required for large groups (2 hour minimum)

\*Rental charges for the use of the school facilities will be twice the listed fee for any group which is located outside of the school corporation boundaries.

- For profit organizations wanting to rent the school facilities for a profit making activity will be charged the following rates:
  - 1) An organization located within the school boundaries will be charged twice the listed fee plus ten percent (10%) of gate receipts for the use of any facility
  - 2) An organization located outside of the school boundaries will be charged \$500 plus ten percent (10%) of gate receipts for the use of any facility.

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It is understood that School Corporation activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity. If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

Name of Organization/person/group	Name of designated representative
Address	Telephone
Signature – designated representative	Date

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**THIS SPACE FOR CORPORATION USE**

This request has been approved and granted.

RENTAL \$ \_\_\_\_\_ OTHER FEES \$ \_\_\_\_\_

All rental and other fees are payable in advance and checks are to be made payable to **HAMILTON HEIGHTS SCHOOL CORPORATION**

This approval is subject to certain other conditions as set forth below:

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Principal's Signature	Date
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This request cannot be granted for the following reason(s):

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Principal's Signature	Date
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**PLEASE ATTACH CERTIFICATE OF LIABILITY INSURANCE TO THIS FORM – MINIMUM AMOUNT \$1,000,000.**