

APPLICATION FOR USE OF TRI-COUNTY SCHOOL FACILITY

Pursuant to Tri-County School Board Policy 7510 school facilities may be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of the Corporation. The full policy is available upon request.

Schedule of Use

The superintendent (or designee) is authorized to approve and schedule the use of school facilities in accordance with the policy pertaining to the community use of school facilities and the rules and regulations, which govern their use.

Upon recommendation by the building principal, school buildings and related facilities may be made available for community use when not required for instructional or other school corporation purposes and when they are not held in reserve in anticipation of the requirements for such purposes.

Eligible Organizations

Organizations eligible to request the use of school facilities include the following: school affiliated groups, educational, cultural and social groups as well as civic and veterans' organizations. The privilege of using facilities is limited to organizations within the boundary limits of School Corporation except those that bear a relationship to the student body and staff. The school corporation will not knowingly assign the use of school facilities to any organization that is directly or indirectly in opposition to the Constitution of the United States to the Constitution of the State of Indiana, or is associated with any design to the forcible overthrow of the government. No organization whose purpose is to use school facilities for games of chance or merchandising promotions will be given consideration.

Non-profit organizations of a general nature and of community interest may use school facilities upon payment of suitable fees and costs. Rental fees may be waived for charitable or other non-profit organizations or groups.

The Board of Trustees reserves the right to reassign or cancel usage of school facilities when necessary because of conflicts with the school or the other educational program activities, or when it appears to be in the best interests of the school corporation.

Opening and closing

Principals and/or custodians are the only individual authorized to open and lock doors in the building. Principals may delegate authority to persons employed in their buildings to open the building for the school-connected activities or program related to their areas.

Reservations for the facilities, payment of the fee for its use, and payment of security deposit must be made in advance with the submission of this form.

Additional Costs/Used Requirements:

- All activities will be charged at the overtime rate for supervision and janitorial services from entry to departure, as well as any other personnel deemed necessary by the school.
 - Fees for custodians, cooks or additional personnel should be paid directly to the individual performing the services.
- The use of our kitchen facilities require a TC cook to be present at their overtime rate.
- Any damages will be charged based on an estimate of repair and/or replacement from Tri-County Maintenance Director.
- Users must present evidence of the purchase of organizational liability insurance.

Name of Contact Person _____ Phone _____

Address _____

Requesting Organization _____

Facility Requested _____

Date Facility Requested(s) _____ Hours Requested _____

Intended Use _____

Fee Structure

Building	Area in Building	Rental Fee
TCP and TCI	Gym	\$50
	Cafeteria	\$30
	Kitchen	\$50
	Classroom	\$20
Tri-County Jr/Sr High School	Gym	\$100
	Cafeteria	\$30
	Kitchen	\$100
	Auditorium	\$100
	Classroom	\$20
Corporation Office	Board Room	\$30

Rental Fees should be paid to: **Tri-County School Corporation**

Limitations of Use

- Use of school facilities and grounds on Sundays or legal holidays is discouraged.
- No use will be made of school facilities after 12:00 midnight.
- No alcohol is allowed on school premises.
- No smoking is allowed on school property.
- No tables and/or chairs are to be removed from school property.
- No roller blades, skates, or spikes are to be worn inside the building.
- No nails or hooks for decoration, etc. are to be attached to the walls, doors, etc.
- No approved applicant may subcontract to any other individual or group

Signature of Individual Requesting Use _____

Use of Facility approved _____

Use of facility denied _____

Building Principal

Date

RECORD OF PAYMENT
(for Office Use)

Building Rental Fee _____

Custodial Fees

_____ X _____ = _____
Rate Hours Total

Cook Fees

_____ X _____ = _____
Rate Hours Total

Other Personnel

_____ X _____ = _____
Rate Hours Total

Evidence of Organizational Liability Insurance _____

Rental Fee Waived ____ School Employee ____ TCPTO ____ TCEF

Fees collected date _____

Deposit returned date _____

Notes: