

SOUTH NEWTON SCHOOL CORPORATION

Kentland, Indiana 47951

APPLICATION FOR USE OF SCHOOL FACILITIES

Please submit to the Principal of the requested building.

Building: _____ Date of Application: _____

Name of Organization: _____

Name of Applicant/Person in Charge: _____ Phone: _____

Address of Applicant: _____

Facilities to be used (be specific): _____

Do you intend to Charge an Admission or Participation Fee? _____ Amount? _____

If you plan to charge a fee, how will the money be used? _____

Description of planned activity: _____

Will food service be required by the School? _____ Private Caterer? _____

Special Equipment/Arrangements Requested: _____

(Projector, Piano, Podium, Seating Arrangements, etc., Be Specific)

Dates of Use	Time You Will Arrive	Function To Begin	Function To End	Estimate of Total Time Needed (including cleaning)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If non-school related, the Applicant agrees to indemnify and hold harmless the school corporation for and from any and all judgments arising out of the use of the property. A school supervisor will be required. Final billing will be determined based upon actual use. All checks for facilities rental and supervisors services are to be made payable to the South Newton School Corporation and sent directly to the school corporation at 13232 S 50 E, Kentland, IN 47951. An estimate of charges is attached hereto. The Board reserves the right to cancel any permission granted. The Applicant acknowledges that he has read the school corporation's policy on Community Use of School Property and agrees to abide by it. Any damages will be the responsibility of the person/group approved for use. Replacement values and labor will be used to calculate reimbursement.

The undersigned recognizes that the School Board is obligated to the whole public for the protection, proper use and supervision of public school property; that such property is never for rent in the sense that commercial buildings and equipment is available; that school property cannot be used indiscriminately by individuals or small segments of the population (even when expense fees are paid); and the school facilities must be in complete daily readiness for their designated education function.

_____ Applicant _____ Date _____ Principal _____ Date _____

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For Office Use Only

Certificate of Liability Insurance Received: Yes _____ No _____ \$50.00 Deposit Received: Yes _____ No _____ Waived _____

School Board Approved: Yes _____ No _____ Date of Approval: _____