

COMMUNITY SCHOOL CORPORATION SOUTHERN HANCOCK COUNTY
 (Facilities available for use by persons, groups or organizations residing in Sugar Creek and Brandywine Townships)

REQUEST FOR RENTAL AND USE OF AUDITORIUM
 (Requests must be in central office 30 days prior to use of the facility)

Organization:					
Date Wanted:				Hours:	
Intended Use of Auditorium:					
Special Equipment Needs:					
1.		2.		3.	
4.		5.		6.	
Please Note:	<ul style="list-style-type: none"> ▪ As of July 1, 2011, Southern Hancock has contracted to use Coca-Cola Products exclusively in school facilities and on school property. ▪ Only Southern Hancock trained personnel will be allowed to operate the auditorium equipment. ▪ Unless requested in advance, special equipment will not be available. To ensure Internet Access, renters must bring Internet Hotspot. ▪ The fee for long-term facility use by non-school related groups will increase after a one-year period. See section 10 of the Facility Rental Policy attached to this form. ▪ To avoid charges, a five-day (working days) notice is required for cancellation. 				
Representative Printed Name			Representative Signature*		Date
Representative Address					Telephone Number
* Your signature indicates that you agree to indemnify and hold harmless the Community School Corporation of Southern Hancock County for and from any and all judgments arising from the organization's use of school property. Additionally, you agree to abide by the attached policies and guidelines.					

Information below this line will be completed by appropriate school official

Received by:				Date Received:	
This request	does		does not	conflict with school activities.	
Signature of Auditorium Director			Date Completed	Approved	Not Approved
Signature of Assistant Superintendent			Date Completed	Approved	Not Approved

SUMMARY OF NEEDS/CHARGES				APPROXIMATE CHARGES	
School Affiliated:	YES		NO	Building Rental Charge:	
Custodial Personnel Needed:	YES		NO	Custodial Charge:	
Technical Support Needed:	YES		NO	Technical Charge:	
				Approximate Total:	

Schedule of Fees Non-School Affiliated Groups				
Auditorium	\$100.00 / 1 st hour \$60.00 / hour thereafter			
Custodial / Utilities (2 hour minimum)	\$35.00 / hour --- Weekday \$45.00 / hour --- Weekend			
Technical Support Services	Adult	\$40.00 / hour	Student	\$15.00 / hour
Security		\$30.00 /hour		

FACILITY RENTAL PROCEDURES

- A. Obtain a permit for Rental and Use of Auditorium from the office of the school principal or superintendent.
- B. The organization's representative completes the form at least 30 days prior to the desired rental date and returns it to the auditorium director or corporation office. (If you wish to check a particular date before completing the paperwork, you may contact the Auditorium Director at New Palestine High School, (317) 861-4417.
- C. The Auditorium Director approves the date of the request, signs the form, and submits it to the superintendent's office.
- D. The Assistant Superintendent will sign the permit to give final approval and estimate the charges.
- E. A copy of the approved/disapproved permit application will be returned to the representative of the organization requesting rental.
- F. Checks for payment of rental fees should be made payable to the Community School Corporation of Southern Hancock County within 30 days after the use of the facility.

Terms of Agreement

1. The representatives will act as the contact person for the organization requesting rental and thereby will be responsible to the CSCSHC for all rental fees.
2. The organization, through its representative, agrees to be present during the rental of the Auditorium and to be responsible for the proper care of the facility and the proper conduct of those attending the event.
3. The organization, through its representative, agrees to enforce the following guidelines:
 - No food or drink in the auditorium.
 - No gum in the auditorium.
 - No feet in the seats, on the backs of seats, or extended over the seats into the next row.
4. The organization, through its representative, agrees that no signs, displays, or materials of any kind will be attached to floor, walls, curtains, woodwork, grounds, or driveways without first obtaining the permission of the auditorium director.
5. The organization, through its representative, agrees that all vehicles of those sponsoring or attending the event will be parked in designated and approved parking spaces in the parking lot.
6. The organization, through its representative, agrees that upon notification, prompt and full payment will be made to the Southern Hancock Schools for any damages or loss.
7. The organization, through its representative, agrees that they will supply a Certificate of Insurance showing a combined limit of liability for bodily and property damage in the amount of \$2,000,000.
8. The organization, through its representative, agrees that no unauthorized personnel will use the technical equipment.
9. The organization, through its representative, is aware that the calculation of charges for the rental of the auditorium begins upon arrival for setup and ends when the custodian on duty for the event has finished cleaning the rental area.

*The CSCSHC reserves the right to demand sufficient time for full investigation, notice, and arrangements of requests for the use of school facilities and reserves first claim to the use of its' property. Cancellations may be issued by the CSCSHC with or without due notice.

Board Approved: 01/98 - 08/01 - 10/02 - 03/03

Revised 8/11

Revised 4/4/2016