

REQUEST FOR USE OF SCHOOL FACILITIES

SECTION 1 – TO BE COMPLETED BY APPLICANT

Name of Group/Individual Making Request _____

1. School Requested: _____

2. Facility Requested: *Please place a check mark next to facilities you are requesting.*

HIGH SCHOOL

_____ Classroom

_____ Main Gym

_____ Aux. Gym East or West

_____ Field House

_____ Gymnastics

_____ Great Hall

_____ Board Room

_____ Auditorium

_____ Brickie Stop

_____ Media Center

_____ Computer Lab

_____ Brickyard– No Lights

_____ Brickyard y – Lights

_____ Baseball Field (1 or 2)

_____ Softball Field (1 or 2)

_____ Soccer Practice Field

_____ Tennis Courts (Each- No Lights)

_____ Tennis Courts (All – No Lights)

_____ Tennis Courts (All – With Lights)

_____ Other _____

MIDDLE SCHOOL

_____ Classroom

_____ Pool

_____ Main Gym

_____ Auxiliary Gym

_____ Auditorium

_____ Cafeteria

_____ Lecture Room (A or B)

_____ Wrestling Room

_____ Media Center

_____ Other _____

ELEMENTARY SCHOOLS

_____ Classroom

_____ Gym

_____ Cafeteria

_____ Media Center

_____ Computer Lab

_____ Other _____

OTHER

_____ Kate Corgan Field

_____ Mundell Field (No Lights)

_____ Mundell Field (With Lights)

_____ Other _____

3. Name of Group/Individual Making Request _____
4. Address of Group/Individual Making Request _____
City _____ State _____ Zip Code _____
5. Contact Phone # _____
6. Contact email address _____
7. Group Supervisor (Person in charge of event) _____
8. Purpose of function _____
9. Will an admission fee be assessed? _____ If yes, what is the cost of admission? \$ _____
10. Describe any items to be sold _____
11. Purpose of money received _____
12. Type of materials to be distributed _____
13. Number of attendees _____
14. Number of attendees that are Hobart residents _____
15. Percentage of Hobart resident attendees _____
16. Day(s), Date(s), and Time(s) needed _____

17. Will you require the use of any of the following? (there may be a charge for such use)

_____ Stage	_____ Ticket Table & Chairs (No.)
_____ Special Lighting	_____ Locker Rooms
_____ Piano	_____ Folding Chairs (No.)
_____ Projector/Screen	_____ Large Folding Tables (No.)
_____ Podium	_____ Other _____

18. Describe setup required if other than normal _____

19. Additional Requests or Comments _____

20. A certificate of public liability insurance covering the event must be secured and on file in the superintendent's office before permit for use of these facilities is signed by the superintendent. The insurance required: \$1,000,000 bodily injury and property damage combined single limit (CSL). School City of Hobart and the Hobart Building Corporation should be included as Additional Insured's on the lessee's liability insurance and so listed on the certificate of insurance.

21. Rental fees are due and payable to the School City of Hobart, upon receipt of school corporation billings, which will be processed at the conclusion of use.

Please call the Director of Support Services office with any questions you may have at 942-1388 extension 8965, or email facilities@hobart.k12.in.us.

As a condition of use of physical fitness facilities of the School City of Hobart, applicant agrees to provide to each participant the following notice pursuant to I.C. 34-31-10:

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

and obtain a signed release* by the individual or parent or guardian of an individual under 18 years of age, in favor of the School City of Hobart and Hobart Building Corporation. *(Use the form that is attached to the Request for Use of School Facilities, you are responsible for keeping all signed releases on file).

The applicant hereby agrees to indemnify and hold harmless the School City of Hobart and Hobart Building Corporation from any and all liability for damages to any person or property in or about the school corporation premises from any cause whatsoever, and from any loss resulting from the failure of applicant to provide notice or secure signed releases from all participants. All persons or groups using the school facilities shall be responsible for the proper supervision, control, and accommodations of the persons attending the event. The applicant agrees to be responsible for the preservation of order. Further, in accordance with State requirements and school board policy, we agree that there shall be no use of tobacco or controlled substances on school corporation premises.

Signature

Printed Name

Date

Title

SECTION 2 – FOR SCHOOL CORPORATION USE ONLY

- 1. Category of user (See AG 7510B)
 - Category 1 – School Affiliated _____
 - Category 2 – Hobart Community Youth _____
 - Category 3 – Non-Hobart Community Youth _____
 - Category 4 – Community Nonprofit Groups _____
 - Category 5 – Private Nonprofit Groups _____
- 2. Time of Occupancy _____ to _____ # of Hours _____

3. Charges to user:

FEE	UNIT	RATE	TOTAL
Facility Rental			
Equipment Rental			
Custodial Fee			
Lifeguard Fee			
School Supervisor			
HVAC Surcharge			
Security			
Other _____			
Other _____			
TOTAL COST			

_____ Available	_____ Not Available	_____	_____
		Building Administrator	Date
		_____	_____
		Building Custodian	Date
_____ Approved	_____ Not Approved	_____	_____
		Director of Support Services	Date
_____ Approved	_____ Not Approved	_____	_____
		Superintendent of Schools	Date

_____ Certificate of Liability Insurance has been received.

_____ This request is **APPROVED** except for any limitations listed in "comments" below.

_____ This request is **NOT APPROVED**.

Comments _____

RELEASE REGARDING USE OF PHYSICAL FITNESS FACILITY

As a condition of use of physical fitness facilities owned by the School City of Hobart or Hobart Building Corporation, the undersigned agrees to release said entities from liability for the inherent risk of injury in physical fitness activities engaged in at those facilities, and acknowledges receipt of the following notice pursuant to I.C. 34-31-10:

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

Dated: _____

Participant (Please print)

Participant Signature

Parent/Guardian (Please print)

Parent/Guardian Signature