

# JENNINGS COUNTY SCHOOLS

## PERMIT FOR THE USE OF SCHOOL PROPERTY.

**This form and insurance liability certificate must be submitted a minimum of ten (10) days prior to the requested date for building use for processing. The building cannot be used without prior approval.**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Facility requested: \_\_\_\_\_ Type of event: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Hours requested: \_\_\_\_\_

Time(s) building access required (set-up/practice): \_\_\_\_\_

Is there to be any charge for participants?  Yes  No

If yes, who/what benefits from these funds? \_\_\_\_\_

List all facilities and/or equipment needed (kitchen, microphones, tables, podium, etc.): \_\_\_\_\_

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

**The undersigned has read and fully understands the rules, policies, and regulations governing the use of these facilities and agrees to abide by same and be responsible for any damage to the school property due to such occupancy and to strictly observe the rules and regulations of the Board of School Trustees relative to the use of such facilities.**

**The undersigned has either been recognized by the Board of School Trustees as a school-sponsored team or feeder program team or has attached a copy of approved insurance liability in the amounts specified by the policy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Date of event: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Contact #1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact #2: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy specified charges: \_\_\_\_\_ Total charges: \_\_\_\_\_

Facilities Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Assistant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 that 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.**

The WARNING language set out above shall be included verbatim in a written agreement executed by each community participant and recreational user before their first use of the Corporation's physical fitness facilities or recreation facilities. The WARNING shall be set out in the written agreement in bold font no smaller than fourteen (14) point. A copy of this written agreement shall be given to each community participant and recreational user at the time the agreement is signed.

**I will give this document to all participants and recreational users.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

### FACILITIES & ATHLETIC COMPLEX USE FEES

List Fees for use of Jennings County Schools' facilities are to cover use, wear & tear, and utilities. All listed fees are for a two (2) hour block of time. If school personnel are not present to open and close the building or if, at the Corporation's discretion, a custodian must be stationed at school for the event or additional custodial cleanup is necessary a charge will be placed against the organization for custodial services at the rate of \$45.00/two-hour block of time. Charges and rental times for all facilities and personnel are in two-hour increments only unless otherwise specified. Waiver or adjustment of any fees will be at the discretion of the Superintendent or Building & Grounds director as allowed by policy. All payments are to be made to Jennings County Schools. Paid at JCS Administration building business department before the event. For athletic-related usage, the building's Athletic Department will receive 50 % of the revenue.

### Liability Insurance Certificate Limitation Requirements: \$1,000,000.

Jennings County High School & Middle School		All Jennings County Elementaries	
1. Auditorium*	\$150	1. Gymnasium	\$35
→ When admission is charged	\$200	→ When admission is charged	\$100
2. Gymnasium & Wrestling Complex**	\$200	2. Cafeteria**	\$50
→ When admission is charged	\$350	3. Classrooms	\$25
3. Cafeteria***	\$75		
4. Commons ***	\$75		
5. Soccer Complex at Sand Creek	\$120		
6. Football Field**	\$120		
→ When admission is charged	\$300		
7. Baseball Field**	\$120		
→ When admission is charged	\$200		
8. Girls' Softball Field**	\$120		
→ When admission is charged	\$200		
9. Pool***	\$150		
10. Classroom	\$25		

\*Requires Auditorium Supervisor at the rate of \$20.00/ hour and additional light crew members as required by the supervisor at the rate of \$8.00/hr.

\*\* A damage deposit of \$500.00 is required when the rental of an Auditorium, Football field, Softball field, Baseball field, or a gymnasium with a wooden floor occurs. This deposit may be waived for youth organization activities which support the criteria listed in policy and are not fund raising activities. If no damages occur deposit will be refunded. This Includes the gyms at Sand Creek and NVE with hardwood floors.

\*\*\*If the kitchen is used for any reason at least one cook must be present and will be paid at the rate of \$40.00/2hrs/person.

\*\*\*\*Water Safety Instructor Supervisor and lifeguard(s) will be required at the rate of 1 per each 25 school-age and older patrons. If non-swimmers are present lifeguards must be used at the ratio of 8:1. Pool personnel will be paid at the rate of \$35.00/2hrs/person. (Minimum 2)