



SOUTH MADISON COMMUNITY SCHOOL CORPORATION

Request for Use of School Facilities and Equipment

(Please Print)

Indicate Building:

- High School- see p. 2
- Middle School
- East Elementary
- Maple Ridge Elem.
- Pendleton Elementary Primary
- Pendleton Elementary Intermediate

Note: Arrangements for use of a facility must be initiated with the school principal.

Equipment/ Personnel Needed:

(Be Specific. H.S request see p. 2)

Note: Food Prep or use of kitchen must be coordinated with the Director of Food Svc at 778-2152 ext. 1015

Person in Charge of Activity _____

Address _____
Street City Zip Telephone

Name of Group _____

Name of Activity _____

Area of facility to be used: _____

Age Group of Participants

(Mark all that apply)

- Elementary and Pre-School
- Middle School
- High School
- Adults

Date(s):	Day of Week:	Set-Up Time:	Public Start Time:	Time Closed:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Note: Board Policy does not allow the use of facilities on Sunday mornings. Please allow 30 minutes before the activity and 30 minutes after the activity to open and close the building. Custodian fees will be assessed for all Saturdays and Sundays. (Attach separate sheet if more space is needed.)

Activity Information:

Expected Attendance _____

Admission Charge \$ _____

Names of Chaperons _____

Proceeds Used for: _____

Please answer the following two questions by checking the appropriate boxes:

- Are participants of this activity primarily students of the South Madison Community Schools? YES NO
- Are participants of this activity primarily members of the South Madison Community? YES NO

The undersigned recognizes that the Board of Trustees of South Madison Community School Corporation is obligated to the whole public for protection, proper use and supervision of public school property and such property is never for "rent" in the same sense that commercial buildings are available; that school property cannot be used recklessly by small groups or individuals, even when expenses are paid—that school facilities must always be in complete daily readiness for their designated functions of education.

The undersigned agrees and warrants that all federal and state civil rights statutes and regulations and all federal and state anti-sexism statutes and regulations will be fully complied with and will fully implement such statutes in all instances in the utilization of the school corporation's buildings, facilities, or equipment. The undersigned further agrees to pay the school corporation's attorney fees, court costs, and any judgements rendered against the School Corporation as a result of the exercise of this rental.

The undersigned has read and understands the rules and regulations governing the use of these facilities and agrees to abide by the same and to be responsible for any damage to the building, furniture, and fixtures incurred in the use and occupation of the building, ordinary wear and tear excepted.

Filing requests at an early date will assist the administration in the timely scheduling of facilities as requested.

Signature of Person Making Request _____ Date _____

The above request does not interfere with the scheduled programs of the schools and the request is hereby recommended.

Principal's Signature _____ Date _____ School Personnel Assigned: _____

The above request is for purposes permitted by the rules of the Board of School Trustee and is approved.

Superintendent's Signature _____ Date _____

Fees: All fees must be paid to the Supt.'s Office.
DO NOT PAY THE STAFF AT THE SCHOOL

Rental \$ _____ Custodian \$ _____

Below are the common locations for the **high school** and equipment available. Place an X by the equipment requested for your event.

Main Gym

_____	Audio/Sound		
_____	Microphone		
_____	Podium	#	
_____	Tables (seats 6)	_____	How Many
_____	Chairs	_____	How Many
_____	Projector		
_____	Computer		
_____	DVD Player		

Aux. Gym

_____	Audio/Sound		
_____	Microphone		
_____	Podium	#	
_____	Tables (Seats 6)	_____	How Many
_____	Chairs	_____	How Many
_____	Projector		
_____	Computer		
_____	DVD Player		

Cafeteria

_____	Audio/Sound	
_____	Microphone	
_____	Podium	
_____	Projector	
_____	Computer	
_____	DVD Player	

Pit

_____	Audio/Sound	_____	Projector
_____	Microphone	_____	Computer
_____	Podium	_____	DVD Player