

Alexandria Community School Corporation

202 E. Washington Street, Alexandria, IN 46001

Permit For Use of School Property Facilities Rental Agreement

Name of Organization: _____

Building Desired: _____

Facilities: ___ Classrooms ___ Conference Room ___ Gym ___ Athletic Field ___ Auditorium

___ Cafeteria w/ kitchen use ___ Cafeteria w/o kitchen use

Personnel/Equipment (please indicate number needed where applicable):

___ Custodians ___ Kitchen Supervisor/Helpers ___ Chairs

___ Tables ___ Lecterns ___ Pianos ___ Microphones ___ Restrooms ___ Concessions ___ Other Items

Date of Event _____ Time: _____ a.m./p.m. to _____ a.m./p.m.

Event _____

Please Read the following rules and regulations before signing

Alexandria School Corporation Policies, Rules and Regulations for Rental and Use of School Facilities:

1. The building principal reserves the right to deny or cancel use of the building facility if the school has a need to use the facility or for noncompliance of said agreement.
2. The participants(s) and /or organization(s) renting the facilities assume all liabilities during the rental period
3. Participants are permitted access only to those specific facilities stipulated in the rental agreement.
4. Whenever the school day is interrupted because of inclement weather, or other unforeseen emergencies, all extra-curricular activities including building facility rentals are cancelled.
5. The custodian/school designee has the authority to ask any individual(s) or organization(s) renting the building facilities to comply with all conditions of this agreement. Those who fail to comply will be asked to leave the building. Substantial problems will result in denial of future requests for facilities rental.
6. The facilities will close promptly at the end of the rental period. All activities must stop prior to the ending time for the custodial supervisor to clean the area and lock the facilities. The amount of time charged by the school corporation will be from the time when the custodian opens the doors until the completion of the clean-up.
7. Participants are responsible for bringing their own equipment. No equipment will be loaned out to participants.
8. Alexandria Community Schools are smoke-free environments. Smoking, consumption of alcohol, or use of any controlled substance is prohibited on school grounds at any time.
9. Participants are required to have good sportsmanship and proper language/behavior as part of the conditions and agreement renting building facilities.

WARNING: Under Indiana law, a school is not liable for an injury to, or 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 the 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. You are assuming the risk of participating in this physical fitness activity.

Name (please print): _____ Title: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

I ___ (recommend) ___ (do not recommend) approval of this permit.

Principal _____ School _____ Date: _____

A copy of your Certificate of Public Liability Insurance in the amount of \$1,000,000 must accompany this request including Alexandria Community School Corporation as the additional insured party before your request will be processed.

Certificate number: _____ with _____

Superintendent/Designee: _____ Date: _____

Fees and copy information listed below for office use only:

Custodial: _____ Kitchen Supervisor: _____ Use of Facility: _____ Other: _____ Total: _____ Please make four copies of the form for the following: Superintendent's Office, Head Custodian, Principal, and Applicant

***Please see reverse side to complete form.**

Alexandria-Monroe School District Facility Usage Payment Tiers

*All facility request forms and appropriate paperwork must be submitted to the building principal 1-week prior to upcoming board meeting. The Alexandria Community School board meets the 2nd Monday of every month.

*A paid Alexandria Community School employee must be present at all requested dates of the facility being used.

*All requests to use our kitchen must have a paid Alexandria Community School kitchen employee present during the facility use. That employee must be reimbursed for their time at the hourly rate listed in fee structure.

Tier I

Tier I includes all school – sponsored activities classes, clubs, extra and co-curricular activities. All Alexandria- Monroe School teams, all performing arts groups, music department groups and Alexandria based youth organizations.

Tier I includes all PTO and Booster organizations and all Boys and Girls Scout Groups who have 75% or more Alexandria-Monroe students in their troop. Additionally, this tier includes Alexandria-Monroe Alumni organizations and any group that provides services or aid to our school or community. This Tier also includes all local Tax supported government agencies.

This tier pays no custodial, rental fee for facility usage during the times when the custodians are already to be working in the building, unless the custodial requirements are significant and require the custodian to be unable to perform his or her required responsibilities for the evening (see Fee Requirement section). If a custodian is required outside of the school’s normal operating hours, then the requesting party will pay the custodian at the hourly rate listed in the fee portion of this document.

Tier II

Tier II includes all organizations that support Alexandria-Monroe school programs and include at least 50% of their youth participants who are Alexandria-Monroe School students.

Tier II pays no custodial, or rental for facility usage during the times when the custodians are already working in the building. If a custodian is required outside of the school’s normal operating hours, the requesting party will pay the custodian at the hourly rate listed in the fee portion of this document. Tier II organizations will also be charged an additional \$50.00 per usage (not per hour) for light usage on any outdoor facility.

Tier III

Tier III includes all for –profit organizations or youth organizations.

All Sports teams who do not meet the requirements listed above in Tier I and Tier II.

Tier III will pay the custodial hourly rate and equipment fee if needed. Rental fees will be charged according to the rental fees put in place in the fee table.

Tier III will pay a one-time participation fee of \$25.00 per student for any group that is using the facilities on a regular basis. Furthermore, Tier III organizations will also be charged an additional \$50.00 per usage (not per hour) for light usage on any outdoor facility

***Fees and charges can be waived by building administration**

Rental Fee Structure:

Cafeteria \$75 per day

Kitchen \$75 per day

Gym \$100 per day

Auditorium \$75 per day

Outdoor Fields \$100 per day

Classroom or general room use \$50 a day

Custodial and kitchen employee hourly rate is \$30 an hour

Conference room \$25 a day

General use of equipment \$25

Parking lot or general use of grounds \$75 (Not for parking cars but for general use of parking lot)

Please include a description of your activity and what Tier you believe you fall under:
