

Facility Rental Request and Agreement for Use of Facilities

Northwestern School Corporation
3075 North Washington Street
Kokomo, IN 46901

Please complete this application and return it to the building Principal. Allow a minimum of two-weeks for approval or denial of your application. If School Board approval is sought for your application approval or denial may take longer. The Superintendent will determine if School Board approval is required.

Name of Organization: _____ Today's Date: _____

Person Responsible: _____ Phone Number: _____

Address: _____

Facility Requested: _____

Date of Facility Use: _____ Day of the Week: _____

Time Activity Starts: _____ Time You Want Access to Facility: _____ Time You Will Leave Facility: _____

Reason for Request: _____

Approximate Number of People Attending: Northwestern Students: _____ Non-Northwestern Students: _____

Northwestern Adults: _____ Non-Northwestern Adults: _____ Approximate Total Attendance: _____

Admission or Other Fees That Will Be Charged: _____

Equipment Requested: _____

Staff Requested: _____

Set-Up Directions: (attach additional page and/or diagrams as needed) _____

Liability: I, the undersigned or the organization I represent, will assume all liability for all persons in attendance at this function while on school premises. We assume responsibility for all school property utilized and will pay for any damage to the property or loss of property. I understand that a certificate of insurance (\$1,000,000 liability, \$100,000 property damage) may be required. No liability will be assumed by the Northwestern School Corporation, any employee, or officer as a consequence of permitting access to the corporation's facilities.

Cost of Facility Use: I understand that we will be billed for any staff costs incurred by the school corporation in connection with this event including but not limited to the cost of custodians, cooks, lifeguards, sound/light personnel, and supervisors. I understand that this rental will be operated within the policies, rules, and regulations of the Northwestern School Corporation.

Signature of Applicant: _____

THIS PAGE FOR OFFICE USE ONLY

Recommendation of Athletic Director (Required for All Athletic Facility Requests)

Approved: _____ Denied: _____ Date: _____ Signature: _____

Comments: _____

Recommendation of Auditorium Director (Required for All Auditorium Requests)

Approved: _____ Denied: _____ Date: _____ Signature: _____

Comments: _____

Recommendation of the Principal

Approved: _____ Denied: _____ Date: _____ Signature: _____

Comments: _____

Recommendation of Assistant Superintendent

Approved: _____ Denied: _____ Date: _____ Signature: _____

Required Staff: _____

Additional Conditions of Rental: _____

Category: _____ 1. School Affiliated Group _____ 4. Private, Non- Profit Group
_____ 2. School Community Group _____ 5. Commercial User
_____ 3. Community Non- Profit Group

Liability / Property Damage Insurance Certificate Required: Yes No

Estimated Fees: Facility Rental: _____ Staff: _____ Other: _____ Total: _____

Comments: _____

Superintendent

Approved: _____ Denied: _____ Date: _____ Signature: _____

Copies:

- Applicant
- Building Principal
- Director of Facilities
- Custodial Staff
- Corporation Treasurer