

PERRY TOWNSHIP SCHOOLS
6548 Orinoco Avenue
Indianapolis, IN 46227
317-789-3700

Date of Request: _____

APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTIES

1. All applications should be submitted to the building principal at least two (2) weeks prior to the event.
2. All directions of the school supervisor must be followed.
3. No unsupervised minors will be on the premises.
4. Relinquish the facility at any time if a school function is scheduled for the time you have requested.
5. The applicant/group will confine the activity to the area of the building that has been requested on this application.
6. The township's policy on energy conservation will be followed i.e., lights will be turned off, water will not be left running, doors will not be propped open, etc.
7. All policies of the school corporation are to be adhered to.
8. Applicants are responsible for general cleanup.
9. Use of the gym is interpreted to mean gym facility only and players are expected to stay in the vicinity of the gym.
10. Applicant agrees to pay in full for any damages to the school property resulting from misuse.
11. Applicant agrees that no weapons, tobacco products, alcoholic beverages, games of chance, lotteries, or raffles will be brought on school property.
12. Applicant agrees to pay for all additional personnel required because of the use of facilities.
13. Applicant agrees to pay for applicable building rental charges.
14. Applicant agrees to provide proof of adequate insurance coverage (\$1,000,000 naming MSDPT as an additional insurance for liability purposes).
15. All applicants for use of district facilities shall hold Perry Township Schools free and without harm from any loss or damages, liability, or expense that may arise during or be caused in any way by such use or occupancy of district facilities.
16. Criminal History Checks may be required for adults working with school-age children.
17. All applications approved by the building principals, or the director of facilities are subject to cancellation with or without due notice for any reason by the superintendent or designee.

Any infraction of the above rules shall be reported to the building principal by the supervisor and the above organization will forfeit all rights to use the facility in the future.

APPLICANT AGREES TO ALL RULES AND REGULATIONS LISTED ABOVE: YES _____ NO _____
(Initial, please)

APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTIES

Name of organization: _____

School or property to be used: _____

Area(s) of school or property to be used: _____

Date(s) of intended use: _____

Time of day requested: _____

If repeat usage, night/day of the week requested: _____

Purpose for which property is to be used: _____

Estimated attendance: _____ Admission Charge: Yes _____ No _____

Non-profit Group _____ For Profit Group _____ Federal ID# _____

Materials to be brought in or near the building in connection with use: _____

Rearrangement of rooms or furniture or special services required: _____

Additional services required beyond custodial such as heat, air, lights, or water: _____

Applicant's Name (please print)

Applicant's Signature

Name of Organization

Address of Applicant

City

State

Zip Code

Telephone Number

Fax Number

APPLICANT AGREES TO REMIT BUILDING CHARGES: YES _____ NO _____ *(Initial, please)*

APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTIES

APPROVAL OF BUILDING ADMINISTRATOR

Signature: _____ Date: _____

The section below is to be completed by the Department of Facilities office.

Building Charges \$ _____ x _____ (# of days) x _____ (# of rooms) = \$ _____

Custodial Charges \$ _____ x _____ (# of hours) x _____ (# of custodians) = \$ _____

Audio/Visual Charges \$ _____ x _____ (# of hours) x _____ (# of A/V staff) = \$ _____

Police Charges \$ _____ x _____ (# of hours) x _____ (# of police officers) = \$ _____

Miscellaneous Charges: _____ = \$ _____

Estimated Total: \$ _____

APPROVAL OF DIRECTOR OF FACILITIES

Signature: _____ Date: _____

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RULES FOR PROCUREMENT OF PERMIT

1. The use of all school facilities for any purpose whatsoever shall be cleared through and approved by the school principal. The school principal will forward the application to the director of facilities for cost and final approval.
2. The use of the building will be strictly confined to the areas designated or included on the PERMIT. The organization making the application will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the school custodian or representative of the school system on duty shall have immediate authority in any matter covering the use of the building. Failure to comply with these rules and regulations will be sufficient reason to cancel future privileges of school facilities.
3. All PERMITS issued by the building principal are subject to cancellation with or without due notice for any reason by the superintendent or designee.
4. Gambling, the use of tobacco, alcohol, or illegal substances, games of chance, lotteries, or raffles on school property is strictly prohibited.
5. No furniture or equipment shall be used or moved without express approval on the PERMIT or consent of the school principal.
6. The use of special equipment such as stage lighting, curtains, goals, bleachers, etc. shall be permitted only when operated by school employees or other persons authorized by the building principal or his/her representative.
7. No signs, displays, or other materials may be located on school property unless specifically noted on the PERMIT.
8. It shall be the responsibility of the organization renting the facility to provide the school principal with a certificate of insurance naming the MSDPT School Corporation as an additional insured in the amount of \$1,000,000.
9. It shall be the responsibility of the organization renting the facility to obtain any and all permits of approval necessary for the state and/or local agency pertinent to the event.
10. All applicants for use of district facilities shall hold Perry Township Schools free and without harm from any loss or damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of the district facilities, the amount of damage shall be determined by the Board of School Trustees and a bill for the amount of damages will be presented to the organization using or occupying the facilities during the time the loss or damage was sustained.

WARNING NOTICE

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 PHYSICAL FITNESS ACTIVITY.

INHERENT RISKS OF PHYSICAL FITNESS ACTIVITIES INCLUDE RISKS OF INJURY INHERENT IN EXERCISE, THE NATURE OF THE 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.

YOU ARE ASSUMING THE RISK OF PARTICIPATING IN THIS PHYSICAL FITNESS ACTIVITY.

Acknowledgement: _____ Date: _____