

MADISON CONSOLIDATED SCHOOLS
2421 Wilson Avenue • Madison, Indiana 47250 • (812) 273-8511
APPLICATION - PERMIT For Use of School Facilities

Name of Organization: _____ ☐ Profit ☐ Non-Profit

Person applying for application: _____

Building facility to be used: _____

Activity or Event: _____

Date(s) of Event: _____ Hours: _____ Time Doors Open: _____

Time Doors Close: _____

Date(s) of Rehearsal: _____ Hours: _____ Time Doors Open: _____

Time Doors Close: _____

Special equipment desired: _____

Will the activity derive revenue in any form? ☐ Yes ☐ No How much? _____

Proceeds must be used for charitable purpose

What attendance is expected? _____ Cost of admission: _____

If rental and personal fees are anticipated to be waived, a summary of the financial status of your organization must be submitted with your application unless your organization is exempt.

The applicant (group or individual) has made adequate arrangements regarding insurance coverage and proof is submitted with this form? ☐ Yes ☐ No

INSURANCE COVERAGE MUST BE A MINIMUM OF **\$1,000,000 LIABILITY.**

Name of personnel to be assigned: _____

Custodial: _____ Kitchen: _____ Other: _____

APPLICANT(S) ACKNOWLEDGMENT

We have read and fully understand the policy, (rules and regulations,) of the Board of School Trustees governing the use of these facilities as listed on the reverse side. We agree to the strict observance of these rules and regulations, and to be responsible for any damage to school property due to such use. We further agree to pay all charges for use of these facilities ten days after billing.

Estimate Schedule of Charges

Building Rental _____

Equipment Rental _____

Personnel _____

Estimated by Principal

Principal Signature _____

Date _____

Signature of Applicant _____

Title _____

Address _____

City, State _____

Telephone _____

The applicant meets the eligibility requirements and the intended use in accordance with School Board policies. The use of these facilities for the above dates has been scheduled and this request is duly approved pending final authorization from the School Administration office.

Permit authorized in accordance with rules and regulations of the Board of School Trustees

Approving Official

MADISON CONSOLIDATED SCHOOLS
Rules and Regulations

1. "Applicant" will be held to mean the director, chaperone, or representative of the organization in its use of facilities
2. Proper insurance liability has been attained and written proof on file in the administration building.
3. The use of facilities will be strictly confined to areas designated or included in the permit. The organization will be held responsible for compliance of these rules by all persons participating in or pertaining to activity for which the facility is being used.
4. Drinking intoxicants or their possession, or gambling on school property is specially prohibited.
5. No furniture or equipment shall be used or moved without express approval on the permit.
6. The School Corporation and its employees shall not be responsible for injuries, damage or loss of property upon school premises sustained by the applicant, participants, or patrons of any program.
7. No nails, screws, scotch tape, or other materials may be used in or on floors, walls, curtains, woodwork, blinds, window glass, or equipment without written approval on the permit by the building principal.
8. Smoking inside school buildings is prohibited by law.
9. A school custodian or other appointed representative must be on the premises at all times.
10. Kitchen facilities cannot be used without the supervisor, manager, or cafeteria employee(s) present.
11. Regular school events or school connected events always take precedence over any outside organization. Every effort will be made to avoid conflicts, but should one arise, the school function will take precedence. Any request for use of school facilities must be presented not less than two (2) weeks before the desired dates.
12. No organization may use the facilities for special rehearsals or any other use except on the exact date and hours contracted for.
13. If the nature of the event demands special police, or special parking attendants, any expense involved is an obligation of the organization.
14. All properties brought in to the school by the organization **MUST BE REMOVED** the same evening.
15. The Board expects the facility to be in readiness and the custodian to give courteous service at all times. Any variance from this procedure should be reported to the Principal's Office.
16. Use of facilities on Sunday is not permitted unless approved by the Board.
17. Damage or misuse of the facilities and equipment shall be paid for in full by the organization and/or applicant chargeable with the use. The appraisal of the superintendent of schools, or his agent, shall be the final determinant in all cases of damage or misuse.
18. Food or drinks shall be confined to designated concession areas, and product liability insurance form must be on file in the administration office.
19. Scheduling school facilities by outside groups for use during the school year should not be done prior to the second Monday in September.
20. Use of school facilities for religious services may be granted under emergency conditions on a temporary basis only.