

## **INSTRUCTIONS FOR SUBMITTING REQUEST FOR USE OF SCHOOL FACILITIES FORM (Administration Guidelines 7510B)**

No facility request will be considered or approved unless:

- A. all blanks on the form are completed,
- B. proof of insurance is attached to the form, and
- C. if approval is requested prior to official Board action, a formal document needs to be attached to the request.

Any school-sponsored groups such as in-school clubs, in-school events, PTO/PTSO and Booster Clubs will now complete the Hanover Community School Corporation Internal Facility Usage Form at the building level instead of Request for Use of School Facilities Form 7510A.

The Use of School Facilities form (for outside groups) must be submitted to the Superintendent's office to ensure that it has been completed properly and insurance is attached. The secretary will then forward the request to the appropriate building principal for perusal and approval. That form is to be returned to the Superintendent's office for further signatures.

Once all signatures are garnered, the request will be submitted for Board of School Trustees' approval at its regular meeting that is usually held the second Tuesday of the month. Therefore, the Request for Use of School Facilities Form needs to be submitted in a timely manner (at least two (2) weeks prior to a Board meeting) in order to obtain all of the signatures and be presented to the Board.

Anyone who would like to request facility usage **prior** to Board meeting approval will need to attach to the request formal documentation requesting approval for usage. After the Superintendent reviews the request, the requestor will be contacted of the approval/disapproval.

A Site Supervisor may be assigned to an event. The charge for that supervision is \$15.00 per hour. A custodian will also be assigned and may be billed for each event at a rate of \$25.00 per hour.

Damage to schools and misuse of the facilities has been caused by some groups. Please be advised that if misuse and/or damage that does occur, we will take appropriate steps to charge accordingly, and may deny the group from using our facilities in the future.

**INCREASED CHARGES FOR FACILITY USAGE (approved by the Board of School Trustees on 4/14/15):**

Charges will be determined upon the status of the group's activity:

**Cedar Lake Groups**

**Elementary Schools' Facility Usage Fees:**

Gymnasium	\$40.00 per hour	\$20.00 per hour
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**Hanover Central Middle School Facility Usage Fees:**

Baseball Field	\$150.00/day	\$10.00/day
Soccer Field	\$150.00/day	\$10.00/day
Softball Field	\$150.00/day	\$10.00/hr. or \$30.00/day
Tennis Complex complex	\$20.00/ct. or \$50.00/hr.	\$5.00/ct. or \$30.00/day for
Stadium	\$300.00/day	\$30.00/day

**Hanover Central High School Facility Usage Fees:**

Auditorium	\$100.00/hr.	\$50.00/hr.
Baseball Field	\$300.00/day	\$20.00/day
East Gym	\$60.00/hr.	\$30.00/hr.
Fieldhouse	\$100.00/hr. or \$40.00 per court	\$20.00 per court
Soccer Field	\$300.00/day	\$20.00/day
Softball Field	\$300.00/day	\$20.00/day
Stadium	\$600.00/day	\$50.00/day
Tennis Complex complex	\$40.00/ct. or \$300.00/day.	\$5.00/ct. or \$50.00/day for

**\*Use of lighting on lighted facilities will add a charge of \$200.00 for non-Cedar Lake Groups and \$50.00 for Cedar Lake groups.**

**These charges have not been increased:**

**Cedar Lake Groups**

Classrooms	\$20 per hour	\$10.00 per hour
Cafeteria (Seating only)	\$40 per hour	\$20.00 per hour
Cafeteria (Full Facilities)	Amount to be determined	
Custodian (required for all events)	\$25.00 per hour	\$25.00 per hour
Security (if required)	\$30.00 per hour	\$30.00 per hour
Supervision (if required)	\$15.00 per hour	\$15.00 per hour

All facility requests and fees are approved by the Board of School Trustees.

Approved 2/11/03  
 Revised 8/05  
 Revised 5/9/06  
 Revised 9/14/10  
 Revised 7/12/11  
 Revised 11/2/12  
 Revised 4/14/15

## REQUEST FOR USE OF SCHOOL FACILITIES

**No facility request will be considered or approved unless: 1) all blanks on this form must be completed; 2) proof of insurance is attached to this form; 3) in order for this request to be Board approved, the form must be submitted in a timely manner. Board meetings are usually held the second Tuesday of each month. The completed form, with the necessary signatures, must be in to the Superintendent's office no later than one (1) week prior to the Board meeting. No late requests will be accepted.**

To Principal: \_\_\_\_\_

School: \_\_\_\_\_

We seek permission to use the following school facilities:

\_\_\_\_\_ High School West Gym    \_\_\_\_\_ High School East Gym    \_\_\_\_\_ Middle School Gym  
 \_\_\_\_\_ Jane Ball Elem. Gym    \_\_\_\_\_ Lincoln Elem. Gym    \_\_\_\_\_ Baseball Field  
 \_\_\_\_\_ Fieldhouse Court 1 \_\_\_\_\_ Court 2 (Batting Cages) \_\_\_\_\_ Court 3 \_\_\_\_\_  
 \_\_\_\_\_ Football Field - Middle School    \_\_\_\_\_ Football Field - High School  
 \_\_\_\_\_ Auditorium    \_\_\_\_\_ Cafeteria (Full Facilities)    \_\_\_\_\_ Cafeteria (Seating Only)  
 \_\_\_\_\_ Classroom    \_\_\_\_\_ Other (Specify) \_\_\_\_\_    \_\_\_\_\_ Wrestling Room

1. Purpose of function (brief): \_\_\_\_\_

2. Cost of admission or fees: \$ \_\_\_\_\_

3. Describe any items to be sold: \_\_\_\_\_

\_\_\_\_\_

4. Purpose of money received: \_\_\_\_\_

5. Type of materials to be distributed? \_\_\_\_\_

\_\_\_\_\_

6. Number of people attending? \_\_\_\_\_

7. Day(s) and Date(s) needed (List all dates & times needed – attach extra sheet(s), if needed).

\_\_\_\_\_

\_\_\_\_\_

8. We wish entrance to the building at: \_\_\_\_\_ (time).

We will vacate the building by: \_\_\_\_\_ (time).

9. We \_\_\_\_\_ (will) \_\_\_\_\_ (will not) charge an admission fee. We expect an attendance of approximately \_\_\_\_\_ persons.

It is understood that School Corporation activities have preference over outside activities in using the school buildings and this request is subject to cancellation, AT ANY TIME, if the requested facility is needed for a school event.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building or on school grounds. We will provide a liability insurance policy in the amount of \$1 million naming the Hanover Community School Corporation as an additional insured.

Percentage of persons in the group who are residents of the School Corporation: \_\_\_\_\_%. A list of participants must be provided to the Site Supervisor.

Know all men by these presents, that in consideration of using the property of the Hanover Community School Corporation; the Hanover Community School Corporation and \_\_\_\_\_ agree, covenant, promise, and warrant:

1. That no expense or indebtedness shall accrue to the School Corporation by reason of the use of the premises.
2. That the School Corporation shall not be liable for any amounts whatsoever due to the use of the property.
3. Any improvements made shall be by the consent of the Superintendent, and it shall become property of the School Corporation; and maintenance costs shall be borne by \_\_\_\_\_.
4. Prior to approval, sufficient documentation shall be submitted to the School Corporation showing insurance for liability, premises, and spectator/customer liability in an amount not less than \$1,000,000; with the School Corporation named as an additional insured.
5. The organization or individual renting the facilities shall indemnify and hold harmless the School Corporation for and from any liability or expense as a result of the use of the property, whether discovered during the use or thereafter.
6. This form MUST be filled out COMPLETELY prior to approval or it will be returned to the organization.

Name of Organization/person/group: \_\_\_\_\_  
Please print

Contact Person: \_\_\_\_\_  
Please print

Organization Address: \_\_\_\_\_  
Please print

Billing Address: \_\_\_\_\_  
Please print

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_  
Please print

By: \_\_\_\_\_  
Signature

TO BE FILLED OUT BY CORPORATION

This request has been approved and granted.

This approval is subject to certain other conditions as set forth below:

_____	_____
Principal's Signature	Date
_____	_____
Director of Operations	Date
_____	_____
Director of Athletics (if applicable)	Date
_____	_____
Director of Food Services (if applicable)	Date
_____	_____
Superintendent's Signature	Date

Board Approval Date: \_\_\_\_\_

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This request cannot be granted for the following reason(s):

_____	_____
Principal's Signature	Date
3/03	
2/05	
10/12/09	
12/16/09	
4/13/10	
9/7/12	
10/19/17	