

**MISSISSINEWA COMMUNITY SCHOOL CORPORATION**  
**Facility Usage Request Form**

What is the name of the organization making the request?

\_\_\_\_\_

What building is being requested? \_\_\_\_\_

Are you requesting use of the kitchen? \_\_\_\_\_

Are you requesting the gym? \_\_\_\_\_

What is the date(s) requested? \_\_\_\_\_

What time are you requesting on the above date(s)? \_\_\_\_\_

*(This should include any time needed for set up and clean up.)*

For what event is the facility needed?

\_\_\_\_\_

Will an admission be charged for your event? \_\_\_\_\_

Approximate number of people anticipated? \_\_\_\_\_

Will you need any specific school equipment? \_\_\_\_\_

If so, what equipment? \_\_\_\_\_

Will there be a school employee(s) in attendance for the entire event? \_\_\_\_\_

If so, name(s) of employee in attendance? \_\_\_\_\_

**In-Office Use Only:**

Date Received: \_\_\_\_\_

Building Rental: \$ \_\_\_\_\_

Cafeteria  
Supervision: \$ \_\_\_\_\_

Custodial: \$ \_\_\_\_\_  
(Names)\*\*

\_\_\_\_\_

\_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Checks made payable to  
Mississinewa Community  
Schools and payment  
submitted one week prior to  
event (less custodial cost).

\*\*Checks for custodial should  
be made out directly to those  
listed above and provided to  
those individuals.

Notes

Your signature below indicates that you have read and agree to the terms of the "Administrative Guidelines for Use of School Facilities" that is attached to this page. Please sign and date below and return this page to the Superintendent of the Mississinewa Community School Corporation at 424 East South "A" Street, Gas City, Indiana. The Superintendent will make a decision on the request within four business days.

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Superintendent Approval

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Date

\_\_\_\_\_

Date

# MISSISSINEWA COMMUNITY SCHOOLS

## Administrative Guidelines for Use of School Facilities

The School Board believes that the school facilities of this Corporation should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of the Corporation.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of at least seven (7) citizens and has been approved by the Superintendent.

The use of school facilities shall not be granted for:

- A. The advantage of any commercial or profit making organization;
- B. Private social functions;
- C. Any purpose prohibited by law.

Guidelines for the granting of permission to use Corporation facilities are:

- A. Each user shall present evidence of the purpose of organizational liability insurance to the limit of \$1,000,000 per occurrence/\$2,000,000 aggregated per year.
- B. Use of school equipment in conjunction with the use of Corporation facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. No item of equipment may be used except by a qualified operator.
- C. Users shall be financially liable for damage to the facilities and for proper chaperonage.
- D. There is a user fee of \$400.00 per day or \$75.00 per hour for each facility requested.
- E. Users shall pay Corporation custodial personnel at a stipend to be set by the superintendent annually. If the kitchen area is used, then cafeteria personnel will be compensated at a stipend to be set by the superintendent annually. The Superintendent will establish the number of school personnel needed for the event and the amount of time school personnel will be compensated per request.
- F. Civic or community organizations may not be subject to the user fee. The Superintendent has the authority to allow organizations to use the facilities without a user fee involved. Every outside organization using a school facility will be expected to pay a custodial/maintenance fee. If the kitchen is used, then every outside organization will be expected to pay a fee for cafeteria personnel.
- G. For the school year \_\_\_\_\_ the hourly custodial rate is \_\_\_\_\_ and the hourly cafeteria rate is \_\_\_\_\_. If the agreed hours exceed by more than 15 minutes, then the organization would compensate for an additional hour of service.

No liability shall attach to this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.