

FRANKLIN COUNTY COMMUNITY SCHOOL CORPORATION
225 E. 10th STREET, BROOKVILLE, IN 47012
SCHOOL FACILITY USE FORM

GROUP: _____

ADDRESS: _____

REPRESENTATIVE'S NAME (printed) _____

Signature: _____

Home Phone: _____ Cell: _____ Work: _____

The charge for the use of space in one of the schools in the Franklin County Community School Corporation is 5% of the gross profits for documented not-for-profit groups. The charge for for-profit groups is 15% of the gross profits. The group shall provide the Assistant Superintendent/designee proper financial documents within ten (10) days following the performance. If the auditorium is used for a single performance, the auditorium manager will be available to provide up to eighteen (18) hours of service without an additional per hour charge. If the auditorium is used for two (2) separate dates, the auditorium manager will be available to provide up to twenty-four (24) hours of service without any additional per hour charge. If the auditorium is used for performances on three (3) separate dates, the auditorium manager will be available to provide up to thirty (30) hours of service without any additional per hour charge. When the auditorium manager is needed beyond these limits, the charge shall be \$25.00 for each additional hour.

Facility/Facilities needed: _____ Auditorium _____ Cafeteria _____ Kitchen
_____ Classroom (number _____) _____ Other _____

Date(s) needed: _____

Number involved: _____ Time in: _____ Time out: _____

Activity/Purpose: _____

Equipment needed: _____ Microphone(s) _____ Podium _____ Tables (number _____)

Arrangement of tables - Attach a diagram

Other equipment needs: _____

If a custodian is not needed, groups using the facilities shall be responsible for special arrangements of tables and chairs and for cleaning up areas used. Dry mops, wet mops, brooms, and dust pans will be made available. Representative's initials _____

Maximum Per hour charges (rates are calculated based on the individual employee per hour rate of pay):

Custodian @ \$28.53 Cafeteria Manager @ \$26.30 Other cafeteria employees @ \$20.18

The charge for removal of orchestra pit cover at \$24.00 per hour per person. Usual minimum is four (4) people for four (4) hours each for at least \$384.00.

The Group shall send the payment for facility usage to FCCSC at the above address after the profits have been calculated.

The Building Principal/Designee will approve the employees' hours and forward this information to the FCCSC Payroll/Benefits Coordinator. FCCSC's Payroll/Benefits Coordinator will send an invoice to the group at the address above for reimbursement. This reimbursement shall also be sent to FCCSC at the address above.

Approximate Custodial Hours: _____ *Approximate Cafeteria Manager Hours* _____

Approximate Other Cafeteria Employee Hours: _____

THE GROUPS USING THE BUILDING MUST RETURN THE SPACE TO ITS ORIGINAL CONFIGURATION AND CLEANLINESS.

Signature of Building Principal/Designee

Date

**FRANKLIN COUNTY COMMUNITY SCHOOL CORPORATION
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RELEASE AND INDEMNITY AGREEMENT

The undersigned has requested the Franklin County Community School Corporation allow the undersigned to use the facilities of the Franklin County Community School Corporation, specifically:

for the purpose of: _____

In such use, the undersigned will cause visitors to enter into and upon the building and grounds of the Franklin County Community School Corporation.

In consideration of the use granted to the undersigned by the Franklin County Community School Corporation of the facilities of the Franklin County Community School Corporation located at

for the use of the undersigned on the ____ day of _____, 20____, the undersigned, by the execution of this document on behalf of the undersigned and all persons entering upon and into the buildings and grounds of the Franklin County Community School Corporation as herein described for the purposes of the undersigned's group activities, hereby agrees to secure and save the Franklin County Community School Corporation harmless from any and all liability for any and all injuries or damages resulting from the undersigned's group activity in or on the property of the Franklin County Community School Corporation and agrees to indemnify and hold harmless the Franklin County Community School Corporation from any liability and damage which may arise due to the undersigned's use of the Franklin County Community School Corporation's buildings and grounds. Further, the undersigned hereby releases and discharges the Franklin County Community School Corporation, its officers, administrators, employees, personnel, and agents from all claims known or unknown which may arise out of the use of the afore-referenced facilities by the undersigned or persons on the premises of the Franklin County Community School Corporation, whether for personal injury or death or property damage.

Signature:

Date:

Group Represented:

Names of Responsible Adults: