

PLYMOUTH COMMUNITY SCHOOL CORPORATION

APPLICATION FOR USE OF SCHOOL FACILITIES AND EQUIPMENT

School: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Facilities to be Used: \_\_\_\_\_

Equipment to be Used: \_\_\_\_\_

Table with 5 columns: Date(s) of Use, Time of Group Arrival, Time for Doors to Open to Public, Time for Doors to Close to Public, Time of Group Departure. Includes two rows of blank lines for data entry.

Description of Planned Activity: \_\_\_\_\_

Please Note: The Plymouth Community School Corporation will not be responsible for injuries, thefts, or any legal actions growing out of the use of school facilities by rental organizations. Any liability which may be involved shall be assumed by the rental organization, or individual. Rental organizations are to provide a certificate of liability insurance to the Superintendent's office in the amount of \$100,000/300,000 bodily injury and \$100,000 property damage with the application.

A. Facility Needs: [ ] Auditorium [ ] Gym [ ] Cafeteria [ ] Kitchen [ ] Room [ ] Field [ ] Concession Stand [ ] Big Band Room [ ] Choir Rm [ ] Multi Purpose Rm [ ] Pool [ ] Theater Room

To Be Charged: [ ] Yes [ ] No Estimated Cost: \_\_\_\_\_

B. Equipment Needs: [ ] Multi-Media Cart [ ] Data Projector [ ] Opaque/Overhead [ ] Other

To Be Charged: [ ] Yes [ ] No Estimated Cost: \_\_\_\_\_ Deposit: \_\_\_\_\_

C. Service Needs: [ ] Auditorium Dir/Workers [ ] Custodians [ ] Kitchen [ ] Tech. [ ] Lifeguard

To Be Charged: [ ] Yes [ ] No Estimated Cost: \_\_\_\_\_

Total Estimated Charge: \_\_\_\_\_ \*Billing will be based on actual usage.

I have read, fully understand and will abide by the school's rules and regulations.

\_\_\_\_\_  
Facilities Applicant

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Date Approved

For Office Use Only

Form with checkboxes for: 1) Liability Insurance Certificate, 2) Building Administrator's Signature, 3) Sent Copy to Applicant, 4) To Be Billed / No Billing, 5) Sent to Admin Office, 6) Rec'd by Admin, 7) Paid, and a Notes field.