

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 [] Utility Fee [] Grounds Maintenance Fee

Head Coach Signature(if necessary): _____

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.

Building Administrator

Date Approved

Facilities Applicant

For Office Use Only

Form with checkboxes and lines for tracking: 1) Liability Insurance Certificate, 2) Building Administrator's Signature, 3) Sent Copy to Applicant, 4) To Be Billed, 5) Sent to Admin Office, 6) Rec'd by Admin, 7) Paid, and a Notes field.