

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity.

Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

UNION COUNTY COLLEGE CORNER JOINT SCHOOL DISTRICT

107 Layman Street, Liberty, IN 47353 Phone: 765 458-7471 Fax: 765 458-5647

APPLICATION FOR USE OF SCHOOL FACILITIES

For Profit _____ Not for Profit _____

Name of Organization: _____ Date of Application: _____

Applicant's Address: _____ City: _____ Applicant's Phone: _____

Facilities Requested to be Used: _____

Description of Planned Activity: _____

Name of Person in Charge: _____ Phone Number: _____

**In the event of cancellation of event due to weather or any other circumstance, this person will be the one contacted.*

Facilities Charges:

Area/Bldg.	Date(s) of Use	Doors/Open	Doors/Close	Number of Hours	Rental Charge

Personnel Charges:

Personnel	Hours Worked	Salary	Name of Personnel	Actual Charge
Custodian				
Maintenance				
Food Service				
Sound (Auditorium)				
Lighting (Auditorium)				
Other				

Total Charges:

Facility Charges	
Personnel Charges	
TOTAL CHARGES	
Date Paid	

The Organization and/or Applicant agree to indemnify and hold harmless the Union County College Corner Joint School District for and from any and all judgments arising out of use of the property. The Board reserves the right to cancel any permission granted. The Applicant acknowledges that he has read the school district's policy and regulations regarding the Use of School Property and agrees to abide by it. 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.**

Approved By:

Principal

Organization Representative
I agree with the charges above and agree to provide the Certificate of Liability insurance at least one week prior to the event.

Superintendent of Schools Date Approved

Head Custodian Date Approved

Board Approved Facility Charges

Building	Area	Charge
High School	Cafeteria	\$20.00 Per Hour
High School	Kitchen (Cook's presence REQUIRED)	\$10.00 Per Hour + Salary
High School	Cafeteria and Kitchen	\$30.00 Per Hour + Salary
High School	Gymnasium	\$20.00 Per Hour
High School	Individual Classrooms	\$10.00 Per Hour
High School	Auditorium: Non-school groups or organizations shall be assessed per performance	\$150.00
High School	Auditorium: Specialized Lighting (more than on and off)	\$75.00 ½ Day: \$150.00 Day
High School	Auditorium: Specialized Sound (more than the podium and mic)	\$75.00 ½ Day: \$150.00 Day
Middle School	Cafetorium	\$20.00 Per Hour
Middle School	Kitchen (Cook's presence REQUIRED)	\$10.00 Per Hour + Salary
Middle School	Cafetorium with Kitchen (Cook's presence REQUIRED)	\$30.00 Per Hour + Salary
Middle School	Gymnasium	\$20.00 Per Hour
Middle School	Individual Classroom	\$10.00 Per Hour
LES/CCUS	Cafeteria with Kitchen (Cook's presence REQUIRED)	\$20.00 Per Hour
LES/CCUS	Gymnasium	\$20.00 Per Hour
LES/CCUS	Individual Classrooms	\$10.00 Per Hour

CUSTODIANS/COOKS/MAINTENANCE wages are to be charged at:

1. One and one-half (1.5) times the worker's hourly wage for all overtime and Saturdays.
2. Two (2) times the worker's hourly wage for Sundays.

Person indicated as "person in charge" is responsible for the following:

1. Turning off all equipment and lights prior to exiting the building.
2. If no custodian is hired, then return the facilities to the condition it was found.
3. Be the last person to exit the building and make certain that all doors are securely locked down.
4. Assure that the following safety standards are adhered to:

SCHOOL EVENT FIRE SAFETY INSPECTION CHECKLIST

*Please check indicating agreement with statements

EXITING: <input type="checkbox"/> All doors are visible, unobstructed and in working condition. <input type="checkbox"/> All aisles/corridors leading to exits are unobstructed and clear.	FIRE ALARMS: <input type="checkbox"/> Fire alarms are fully functional with no trouble lights. <input type="checkbox"/> Two (2) or more responsible adults are present at all times as a safety watch (i.e., teacher, chaperone, fire or police, etc.)
EXIT/EMERGENCY LIGHTS: <input type="checkbox"/> All exit lights are illuminated and functional <input type="checkbox"/> All emergency lighting is functional	FLAMMABLE DECORATIONS: <input type="checkbox"/> Flammable decorative materials are in compliance with fire codes <input type="checkbox"/> Not displayed near potential ignition sources <input type="checkbox"/> Do not obstruct plain view of exits, fire alarm pull stations, fire extinguishers, or fire hose cabinets. <input type="checkbox"/> Are made flame retardant
FIRE EXTINGUISHERS: <input type="checkbox"/> Fire extinguishers in activity area have been examined and are ready for immediate use	ELECTRICAL: <input type="checkbox"/> All permanent and temporary appliances and devices are energized by approved methods. i.e. approved by the state fire code and/or the electrical code
CONCESSION AREAS: <input type="checkbox"/> Compressed gas cylinders are secured <input type="checkbox"/> Fire extinguishers are in place <input type="checkbox"/> Hood supervision system, where applicable, is in place and fully operational	OCCUPANCY LOADING: <input type="checkbox"/> Accurate occupant load signs are posted <input type="checkbox"/> Provisions are in place to assure that overcrowding will not occur
OPEN FLAME: <input type="checkbox"/> No open flames are displayed or used in the building	FIRE DEPARTMENT: <input type="checkbox"/> Local Fire Department has been notified of event

PLEASE NOTE: All checks for rental facilities and personnel services are to be made out to the Union County College Corner Joint School District and are to be sent directly to the Superintendent's Office, 107 Layman Street, Liberty, Indiana 47353

**Facilities Use Form
Additional COVID Safeguards**

Additional safeguards have been put in place to ensure the Union County College Corner Joint School District is safely available to outside groups as well as keeping the facilities safe for our students and faculty/staff.

In addition to the Facility Use Form, the following requirements must be met to utilize the facilities for outside events:

_____ All outside organizations must have a written plan approved by the UC Health Department

*The plan must include, at a minimum:

1. The plan for masking.
2. The plan for distancing.
3. The group's plan for supervision of the items 1 and 2.

Should the health department recommend that it is no longer advisable to have visitors into the building, we would need to comply with that recommendation. This could jeopardize the use of the facilities at the last minute, based upon current COVID activity in our community.