



BUILDING RENTAL APPLICATION FORM

GARY COMMUNITY SCHOOL CORPORATION

School
Gary, Indiana

****Application and twenty-five percent (25%) deposit must be submitted at least 30 days prior to the scheduled rental.***

Today's Date: _____

Name of Group/Organization: _____

Group A: _____ **Group B:** _____ **Group C:** _____

(Please see pg.7 for Description)

Location Requesting (Room/Area): _____

Date of Event: _____

Hour Event Begins: _____ Hour Event Ends: _____

Access time to facility/room: _____

Purpose for rental: _____

The expected attendance: _____

The program will consist of: _____

Admission charge: _____

Proceeds will be used for the benefit of: _____

If this is an organization, please list the names, email addresses and contact phone number

_____	_____	() _____
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____



Check Room/Facility Requesting for use:

Basic Rental Fee: Cost

_____	Auditorium	\$ _____
_____	Small Theater	\$ _____
_____	Gymnasium	\$ _____
_____	Pool	\$ _____
_____	Cafeteria	\$ _____
_____	Surge Area	\$ _____
_____	Classroom	\$ _____
_____	Tennis Court	\$ _____
_____	Parking Lot	\$ _____
_____	Industrial Clinic	\$ _____

Sub-Total Basic Rental Fee \$ _____

Security Personnel 50.00hr. per officer \$ _____

Custodial Personnel 25.00hr. per custodian \$ _____

IT Personnel 35.00hr. per person \$ _____

Stage Personal \$ _____

- Sound Tech \$150.00 (Flat Rate) \$ _____
- _____ \$ _____
- Student Asst \$15.00 per person \$ _____

Sub-Total Manpower \$ _____

Special Equipment Needs \$ _____

Rehearsal Cost \$ _____

Total Rental Cost \$ _____

PAYMENT TERMS

All payments must be made in the form of a money order, certified check or cashier's check and must be mailed or delivered to the Business Service Office at 900 Gerry Street, Gary, IN

Make check payable to Gary Community School Corporation

A security deposit of twenty-five percent (25%) of the total rental cost **is due thirty (30) days prior to the event with the filing of this rental application.** This deposit will be retained at the school and will be returned to the lease upon certification by the building principal that all conditions of the rental agreement have been satisfied.

Twenty-five percent (25%) of the rental cost is: \$ _____

The security deposit for this contract is due on _____, 20_____.

Payment of the total rental cost is due no later than **ten (10) days prior to the time the facility is to be used**, except in special situations approved by the Superintendent of Schools.

The total rental cost for this contract is \$ _____ and is due in full on _____, 20_____.



PLEASE READ CAREFULLY BEFORE SIGNING

I certify that if this application is made on behalf of another that the undersigned has been duly authorized to enter into this agreement on behalf of such other person(s) or organization, and I am submitting a notarized statement to that effect.

I certify that I have read and understand the general regulations governing the use of school facilities and further certify that I and those on whose behalf this application is made, agree to comply with the be bound by such regulations.

I certify that the activities to be conducted will be in accordance with local, state, and federal laws. I certify that the activities will not include or allow bringing of alcoholic beverages on to school property or the consuming of alcoholic beverages on school property.

The undersigned and those on whose behalf this application is made, further agree to indemnify, and hold harmless the Gary Community School Corporation, its Board of School Trustees, and employees from any and all liability from injury to persons and to damage to property arising in the course of the use of school facilities.

In addition to the above covenant to hold harmless, the undersigned for Groups B and C rentals shall provide at its expense a comprehensive general liability insurance policy in the amount of combined single limit of \$1,000,000 (property and bodily injury), insuring the Gary Community School Corporation as Owners and naming the owner as an additional named insured against loss, injury, or liability to third persons and insurance in the of \$100,000 for loss to the real property as a result of fire, storm, or other loss normally covered by a fire and extended coverage policy which the undersigned agrees to provide as its expense, with a clause insuring the owner of the real estate.

Copies of said certificate of insurance must be presented no later than ten (10) days prior to the rental date to the Business Services Office. Failure to meet these requirements will be caused to void this agreement.

Name of Applicant/Organization

Signature of Applicant

Application Approved/Disapproved:

Signature of Principal

Name of School

Chief Operations Officer

Chief Financial Officer

Superintendent



General Rules/Guidelines

1. Requests to rent school facilities by non-school related groups shall be restricted to hours when schools are not in session (i.e.: evenings, weekends, and holidays).
2. The rental fee schedule applies to only the rental of the facility. All additional work hours or added personnel for a rental activity are to be additional charges beyond the basic rental fee.
3. The rental fee for the facility for rehearsal shall be twenty-five percent (25%) of the basic rental fee as listed on the appropriate schedule. Necessary added employees or work hours are to be in addition to that fee.
4. Whenever there are costs involved for extra custodial services for city-wide programs, the sponsoring group shall be responsible for paying those additional costs.
5. All rental fees are based on a minimum of three (3) hours. Additional time requested shall be in increments of thirty minutes, calculated on the basic rental fee.
6. With the rental of kitchen facilities, only school corporation personnel shall operate the equipment and all such personnel are to be paid only through the school corporation.
7. Ordinarily, an earnest payment by money order, certified check or cashier's check in an amount representing twenty-five (25%) of the total costs will be made with each application, at least thirty (30) days before the scheduled event. If there is sufficient cause to consider an application in less than thirty (30) days, exceptions may be made joint Principal and the Director of Elementary or Secondary Studies. The earnest money will be held on deposit at the school. An application processing charge of \$25.00 will be assessed if the event is canceled less than fifteen (15) days before scheduled date.
8. All required rental fees must be on deposit in the school office at least ten (10) days before the school facilities are to be used, except in special situations approved by the Superintendent.
9. The school corporation must pay employees who perform work comparable in nature to their regular assignments. The school will forward a check to cover such payment to the cashier in the Business Services Office accompanied by Form R-2 (Section 2.4). The principal will provide payment for any other persons engaged by the principal to support a rental activity. The employees retained for the event should be paid their overtime rate.
10. If insurance is required, the certificate of insurance must be on file with the Business Services Office no later than ten (10) days prior to the rental date. If the certificate of insurance is not on deposit, the principal and the organization will be contacted for follow-up.
11. Requests for rental or use of school facilities not addresses in the following provisions should be forwarded to the Superintendent for evaluation and determination.



12. Any exceptions to the procedures stated above must have the specific approval of the Superintendent or designee.
13. Indiana Code 22-14-3-1, governs the inspection of schools that host amusement or entertainment events. The procedures and guidelines for such an inspection are in Section 8.5, Fire Safety Inspections.
14. Application for use or rental by groups or organizations included in Group B must be approved by the building Principal, Chief Financial Officer and the GCSC Manager.

Copies of the approved application will be disseminated by the Business Services Office to the appropriate departments and school.



GROUP GUIDELINES GARY COMMUNITY SCHOOL CORPORATION

GROUP A:

Direct School Related Activities

(GCSC staff and students, PTA Meetings, Alumni Associations Meetings) No Rental Fee/No Custodial Fee

GROUP B:

(Groups such as Alumni Activities, PTA Activities, YWCA, Boys Scouts/Girl Scouts, Religious Group, Municipal/Government Agency) Rental Facility Fee (Reduced)
Custodial Fee
Security Fee
Liability Insurance Required
Equipment

GROUP C:

Non-School Related Groups

(Non-Profit Organizations, Political Organizations, Profit Organizations) Rental Facility Fee
Custodial Fee
Security Fee
Liability Insurance Required
Equipment

GROUP A

Requests relating to Group A will ordinarily be granted without charge. Only exception will involve inordinate costs to the school district because of unusual nature of the meeting or the activity.

GROUP B

Groups or organizations in Group B may use school facilities for a minimum charge which covers such costs as extra custodial costs, extra security cost, minimum additional utility costs. The organization must obtain \$1000.00 in general liability insurance which covers damage to school property and to anyone attending the affair. Even though a group may be granted use of a facility with charge, a rental form must be completed and submitted through the appropriate channels.

Special situations, such as events sponsored by the NAACP, Model Cities and Northwest Symphony for which deposits and total fees are not paid prior to the event, will be referred to the Superintendent for approval.

GROUP C

1. Non-school related groups or organizations utilizing school facilities for profit making activities. (Groups not included in Group A or Group B.)
2. Non-profit organizations requesting use of school district facilities to espouse the principles of the group or to advance the vested interest purpose of a group or of an individual. (Groups not included in Groups A or Group B.) Political groups are to be included in Group C.

The procedures for processing applications from groups or organizations included in Group C will be the same as the described procedures for Group B. **There is one exception. The requests for use of school facilities by organizations included in Group C MUST HAVE THE SPECIFIC APPROVAL OF THE SUPERINTENDENT.**



**GROUP B
RENTAL FEE GUIDELINES**
Session Fees Are Based on 3 Hour Event

The following fees to:

	West Side	All Others	Career Center	Closed Property
<u>Rental Area</u>				
<u>Auditoriums</u>				
In Session	450	0	0	
Not in Session	540	0	0	
<u>Gymnasiums & Locker Rooms</u>				
In Session	480	210	0	
Not in Session	607	262	0	
<u>Pools & Locker Areas (2)</u>				
In Session	210	0	0	
Not in Session	330	0	0	
<u>Cafeteria</u>				
In Session				
Without Kitchen	232	105	172	
Not in Session				
Without Kitchen	337	165	255	
<u>Surge Areas</u>				
In Session	225	0	0	
Not in Session	315	0	0	
<u>Little Theater/Lecture Lab</u>				
In Session	180	0	0	
Not in Session	292	0	0	
<u>Recreation Areas</u>				
In Session	0	0	0	
Not in Session	0	0	0	
<u>Stadiums</u>				
In Session	562	0	0	
Not in Session	630	0	0	
<u>Clinic Areas</u>				
In Session	0	0	445	
Not in Session	0	0	637	
<u>General Classrooms</u>				
In Session	0	0	0	
Not in Session	37	37	37	
<u>Outdoor</u>				
Recreation Center				
Not in Session	0	0	0	0



**GROUP C
RENTAL FEE GUIDELINES**
Session Fees Are Based on 3 Hour Event

The following fees to:

	West Side	All Others	Career Center	Closed Property
<u>Rental Area</u>				
<u>Auditoriums</u>				
In Session	1,800	0	0	
Not in Session	2,175	0	0	
<u>Gymnasiums & Locker Rooms</u>				
In Session	2,175	720	0	
Not in Session	2,535	900	0	
<u>Pools & Locker Areas (2)</u>				
In Session	810	0	0	
Not in Session	1,020	0	0	
<u>Cafeteria</u>				
In Session				
Without Kitchen	855	345	855	
Not in Session				
Without Kitchen	1,050	525	1,050	
<u>Surge Areas</u>				
In Session	585	0	0	
Not in Session	765	0	0	
<u>Little Theater/Lecture Lab</u>				
In Session	375	0	0	
Not in Session	585	0	0	
<u>Recreation Areas</u>				
In Session	0	0	0	
Not in Session	0	0	0	
<u>Stadiums</u>				
In Session	2,157	0	0	
Not in Session	2,400	0	0	
<u>Clinic Areas</u>				
In Session	0	0	1,200	
Not in Session	0	0	1,450	
<u>General Classrooms</u>				
In Session	0	0	0	
Not in Session	75	75	75	
<u>Outdoor</u>				
Recreation Center				
Not in Session	0	0	0	0



MANPOWER ALLOCATION DETAILS

SECURITY PERSONNEL

(Gary Community School Approved Security/Minimum Two Per Event)

_____ at _____	hrs. ea. _____	hrs. X \$ _____	per hr.	= \$ _____
_____ at _____	hrs. ea. _____	hrs. X \$ _____	per hr.	= \$ _____
_____ at _____	hrs. ea. _____	hrs. X \$ _____	per hr.	= \$ _____

Security Personnel Total

(Enter on pg. 2) = \$ _____

OTHER PERSONNEL

Custodians _____	hrs. ea. _____	hrs. X \$ _____	per hr.	= \$ _____
IT Technician _____	hrs. ea. _____	hrs. X \$ _____	per hr.	= \$ _____

Other Personnel Total

(Enter on pg. 2) = \$ _____

REHEARSAL PERSONNEL & EQUIPMENT NEEDED

Sound Tech _____	hrs. ea. _____	hrs. X \$ _____	per hr.	= \$ _____
Student Asst _____	hrs. ea. _____	hrs. X \$ _____	per hr.	= \$ _____
Lighting Tech _____				
Special Equipment _____				

Rehearsal Personnel/Equipment Total

(Enter on pg. 2) = \$ _____

EQUIPMENT DETAILS

Projection Screen	\$40.00 per day
Sound System	\$40.00 per day
Sound System (West Side)	\$100.00 per day
Video Screen (West Side)	\$200.00 per day