

NORTH NEWTON SCHOOL CORPORATION

ADMINISTRATION OFFICE

310 South Lincoln Street - PO Box 8

Morocco, Indiana 47963

Phone: (219) 285-2228

Fax: (219) 285-2708

"North Newton School Corporation: Engage. Educate. Empower."

Application and Rental Agreement for Use of School Facilities

(Please type or print.)

Name of Organization: _____ Description of Organization: _____

Name of Contact Person (s): _____ Phone Number: _____

Address: _____ City, State, Zip: _____

Facility Requested: _____

Day and Date of Function	Time you will arrive	Time function is to begin	Time function is to end	Estimate of Total Time Required
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Describe Event: _____

Check items requested: Items that are not normally included in the area requested, with the number needed

____ PA System ____ Projector/Screen ____ Podium ____ Café Tables # ____ Tables # ____ Chairs ____ Piano ____ Pool
____ Classroom # ____ Snack Shack Other (Describe) _____

Attendance Expected: ____ Admission to be Charged? __Yes __No Will merchandise/food be available for sale? ____Yes ____No

I hereby certify that the organization named above shall assume responsibility for any damage sustained to the school premises, furniture, or equipment, resulting from the use of the school facilities by our organization. The organization shall be responsible for any injury to a person using said facilities and shall **HOLD HARMLESS North Newton School Corporation from liability for such injury. For group category B-E, a Certificate of Insurance Coverage Form, with a minimum of \$500,000 on property loss and liability, is required, listing North Newton School Corporation as an additional insured holder, or an individual liability waiver signed by each participant.**

The North Newton School Corporation believe that family time is a need in our society. The following guidelines will apply for all school sponsored groups: Wednesday Evenings Events: All events must conclude by 5:30 p.m. (CST) with students out of the building by 5:40 p.m. (CST). The Superintendent of Schools can make an exception if a written request is made two (2) days prior to the event. Sunday Events: All events must start after 1:00 p.m. (CST) and end by 4:30 p.m. (CST), with students out of the building by 4:40 p.m. (CST). The Superintendent of Schools can make an exception if a written request is made two (2) days prior to the event. School Grounds and Facilities will not be used during these times.

By signing below, I understand and accept all of the above information.

Signature of Contact Person: _____ Date: _____

CORPORATION DETERMINATION (Office Use Only)

Group Category: ____A ____B ____C ____D ____E

A: School Sponsored ECA/Support B: Student Centered Community C: Not-for-Profit Community D: For Profit E: Non-School

Building Principal: _____ Date: _____ Approved ____ Denied ____

Superintendent: _____ Date: _____

Below section completed by business office

Fees: ____ Facility Fee ____ Utility Fee ____ Personnel Fee ____ Other Fee

Fees Received: _____ Date: _____ Certificate of Insurance Received: _____

Director of Finance: _____ Date: _____