

# MEDORA COMMUNITY SCHOOL CORPORATION

## Facility Use Form

*This form must be completed and submitted to the Central Office for approval **three weeks prior** to the date of requested use. A signed copy authorizing use of the requested facility will be returned to the applicant prior to use of the facility.*

**Name of Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date(s) of Use of Facility:** \_\_\_\_\_

**Beginning and Ending Time:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_  
Events Practice or Setup

**Facilities Requested:** \_\_\_\_\_

**Description of Activity:** \_\_\_\_\_

**Requested Equipment:** \_\_\_\_\_

*Statement of Estimated Charges: (To be completed by the school)*

**Rental Fee:** \_\_\_\_\_ \$50,00/4 hrs **Custodial/Cleaning Fee:** \_\_\_\_\_ hourly rate x 1.5

**Total Fees:** \_\_\_\_\_ (Make checks payable to "Medora Schools")

**Waiver of all Fees:** \_\_\_\_\_ (Fees may be waived by the Board of Trustees)

NOTE: The Medora Community School Corporation will not be responsible for injuries, thefts, or any legal actions from the use of school facilities. Any liability which may be involved shall be assumed by the rental organization or individual. Rental organization or individual is required to provide a certificate of liability of insurance in the amount of no less than \$100,000 with the application. In some cases, signatures of all participants or their guardians releasing Medora Community School Corporation from liability may be accepted in lieu of liability insurance.

\_\_\_\_\_  
**Signature of Official of Group Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Superintendent**

\_\_\_\_\_  
**Date**

*(To be completed by the school)*

**WAIVER OF LIABILITY:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied** (Certificate of liability insurance required)

I, \_\_\_\_\_, as a representative of \_\_\_\_\_ agree to indemnify and hold harmless, the Medora Community School Corporation for any damage or injury which I or anyone in this group or activity may sustain, in any manner, while using the requested school facility. It is further understood that liability insurance will not be required of this group (or individuals) granted permission to use said facility; and that the Corporation's liability coverage does not cover any group's (or individual's) liability.

**Facility Use Request:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied**

\_\_\_\_\_  
**Signature of Superintendent**

\_\_\_\_\_  
**Date:**