



Central Nine Career Center
1999 US Hwy 31 South
Greenwood, IN 46143
317-888-4401

FORM 7510B1

Facility Usage Request

Applicant Name:		Organization:	
Address		City, State, ZIP	
Phone:		Email:	
Desired Facility:			
Date(s):		Start Time:	End Time:
Name of Event:		Cost of Admission or Fees:	
Purpose of Function:			
Number of People Attending:		Type of Material to be Distributed:	
Describe any Items to be Sold:		Purpose of Money Received:	
Other Requests/Needs:			

USE OF CORPORATION FACILITIES

- A. Facilities are available for use only at such times as not required by activities at the school subject to this policy and the availability of supervisory personnel.
- B. Smoking, gambling, use of intoxicants, drugs or other improper social behavior in any form on school premises is strictly prohibited.
- C. The use of school equipment for other than school purposes is permitted only through special requests and when approved by the Director and when operated by a school employee authorized by the Director of his/her designee.
- D. Damage or misuse of the facilities and equipment shall be paid for, in full, by the organization chargeable with the use. The appraisal of the Director or his/her designee, shall be the final determinant in all cases of damage or misuse.
- E. No signs, displays, or materials may be attached to or nailed to floors, walls, curtains, woodwork, grounds, drives, etc. without expressed written approval of the Director.
- F. Vehicle parking will be permitted on designated and approved parking areas.
- G. Central Nine Career Center, its Governing Board, employees and agents shall not be responsible for injuries, damage to, or loss of property sustained by any participant or patron of the program or event.
- H. Groups must remain in the area of the facility requested for use. No unsupervised children are to be on building premises. Groups that do not comply with this provision may be denied future use of facilities.
- I. No charge will be made for the use of facilities by a school or school related group. Events sponsored by a cultural, civic, church or governmental organization which are non-commercial in nature may be held in Central Nine facilities for a facilities charge of time and one half custodial salary top rate per hour to be paid prior to the date of use.
- J. An authorized representative must sign, on behalf of the user, a facility use and a hold harmless and indemnifying agreement and provide a certificate of liability insurance with a minimum of two million dollars (2,000,000.00) coverage naming Central Nine Career Center, its Governing Board, employees and agents as additional insureds prior to any facilities being made available for use.
- K. Organizations wishing to use the facilities shall complete and submit an application to the Director for review at least fourteen (14) days prior to the initial use of the school. Advance notice of twenty-four (24) hours is to be given to the school in the event that a scheduled use is to be canceled. An organization's failure to give such notice will result in an assessment of a two (2) hour facilities use fee.
- L. Central Nine Career Center reserves the right to revoke permission for use of the facilities by giving at least twenty-four (24) hours notice to the organization.

The applicant hereby agrees to indemnify and hold harmless Central Nine Career Center from any liability for damages to any person or property in or about Central Nine Career Center premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons during the activity. The applicant agrees to be responsible for the preservation of order.

Applicant Signature

Date

APPROVAL/DISAPPROVAL

- ☐ Certificate of liability attached
- ☐ This request is fully approved, except for any limitations noted under "Comments" below.
- ☐ This request is NOT approved. Reasons noted under "Comments" below.

COMMENTS:

Director Signature

Date