

Franklin Township Community School Corporation

Dr. Bruce A. Hibbard, Superintendent

Board of Education:

Dawn A. Downer
Kelly L. Foulk
Judy L. Shore
Scott Sullivan
Larry J. Walker



To: Outside Organization Using Franklin Township Community School Corporation Facilities

From: Franklin Township Community School Corporation
Administration Office
6141 S. Franklin Road
Indianapolis, IN 46259

RE: Requirements for Use of Franklin Township Community School Corporation Facilities

The Franklin Township Community School Corporation of Public Education recognizes that public schools are public property and should be used for activities which will enhance the cultural, educational and recreational opportunities in the community. **As protection against undue liability, insurance requirements must be met by outside organizations using public schools.** Requests for use of school property shall be made in writing at least 14 days prior to the proposed use.

Additional information is needed to comply with these requirements before we can act on your request. Please provide the following:

- _____ Application Form – Please be sure you have the current year's form – signed by requestor.
- _____ Hold Harmless Agreement – You must provide a signed copy with each request; not applicable to Government entities.
- _____ Copy of Certificate of Insurance (name on insurance must match name of organization on request form).
- _____ Internal Revenue Status Letter indicating your status. For-profit entities are not allowed to reserve space on a FTSC facility that is not considered school related.

All organizations shall file a Certificate of Insurance with the **Administration Office of Franklin Township Community School Corporation, 6141 S. Franklin Road, Indianapolis, IN 46259, (317)862-2411.** The policy must name **Franklin Township Community School Corporation as the insured** for no less than One Million Dollars (\$1,000,000) Personal Injury, Two Million Dollars (\$2,000,000) General Aggregate, One Hundred Thousand Dollars (\$100,000) Premises, and Five Thousand Dollars (\$5,000) Medical per person for the duration of the organization's use of the facility. **Please mark "PUBLIC SCHOOL USE" on the certificate.** A photocopy of the Certificate of Insurance must be attached to the Application for Use of Franklin Township Community School Corporation.

Return to the request form, the signed hold harmless agreement, and the certificate of insurance directly to the school you are requesting to use for the initial processing. All communication will be done via email if additional information is required.

Once you have received your approval, you will be asked to submit your rental deposit to FTSC Administration Office. Please make checks payable to FTSC. Invoices for recurring events are due every 30 days and failure to pay will subject the group to be dismissed from the premises and turned over to a Collection Agency for payments.

If you have any additional questions, feel free to contact: Franklin Township Community School Corporation Administration, 6141 S. Franklin Road, Indianapolis, IN 46259. You may also email us at: judy.short@ftcsc.k12.in.us.

6141 South Franklin Road
Indianapolis, In 46259

PHONE (317) 862-2411
FAX (317) 862-7238
WEB SITE <http://www.ftcsc.k12.in.us>

APPLICATION PROCEDURES

1. Applications for the use of facilities may be obtained at all main offices in the Franklin Township School Corporation or on line at www.ftcsc.k12.in.us
2. The applicant should contact the building secretary to check on availability of dates for the event.
3. Complete the "Application for Use of Facility Form". Provide all requested information to avoid unnecessary delays in processing your application.
4. Applications for all uses of school facilities shall be submitted to the building secretary.
5. If approved by the principal, the application is forwarded to the Director of Operations (the application must be received at least fourteen (14) days prior to the event). The Director of Operations will make the final decision and assign fees and additional requirements as appropriate.
6. Signed copies will be sent to the building secretary, custodian and applicant. The original copy will be kept on file at FTCSC Administration Office. The signed form is the authorization for use of the facility. If the application is not consistent with the Board policy, or the space is not available the application will be returned without a signature as declined.
7. Certificate of insurance and payment for fees, when applicable, must be received prior to the event, unless otherwise stated.

Multiple Uses: A single application may be made for a series of meetings of like character to be held at the same building. However, if more than one building is used; separate applications must be submitted for each building requested for use.

Cancellation: The applicant shall give at least twenty-four (24) hours notice to the FTCSC Administration Office for cancellation of a scheduled event. In the case of notice not be given as required, the district may charge for custodial charges incurred to set up for the scheduled event.

Appeals: The Director of Operations possesses the final authority to make the final decision on the use of the school facilities and the appropriate charges.

RULES AND REGULATIONS

1. An authorized employee of the school corporation must be on site in all rental situations. The employee will be paid by the corporation and appropriate charges will be invoiced to the organization using the facility.
2. Corporation or school organization functions and activities shall have priority over the other requests for use of facilities, regardless of prior approvals or the date of the application, therefore, reservations will not be finalized until two months prior to the event.
3. FTCSC reserves the right to refuse any application or cancel a previously authorized event and refund the unearned portion of any payment made when it deems such action is in the best interest of the Corporation. In the event of cancellation, every effort will be made to give as much advance notice as possible.
4. Authorization for the use of school facilities shall not be considered an endorsement or approval of the event group nor the purposes they represent.
5. Sponsoring organizations or individuals requesting the use of facilities and/or equipment of the Franklin Township Community School Corporation shall not discriminate on the basis of race, color, religion, sex, national origin, marital status, physical or mental disabilities or age.
6. Sponsoring organizations shall have sufficient competent adult(s) and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time an application is approved.
7. User(s) and all people connected with the event are to be in the area specified in the application for facility use. Users failing to comply may have their rental terminated.
8. The purpose of the use must be as stated on the application; deviation shall be considered a breach of contract and may result in the event being terminated.
9. The Corporation reserves the right to reject any application.
10. Applicant must comply with the hours of availability for each location. Usage beyond available times will result in additional fees.
11. Applicants who rent the facilities agree to leave the facility in its pre-rental condition. A site inspection by the custodian at the conclusion of the event will determine if additional custodial charges have been incurred.
12. All applicants may be held responsible for any expenses incurred by the Corporation during the scheduled event. An itemized invoice will be sent covering costs of damaged items or areas.
13. Facilities will not be made available for any use which might result in wear or damage.
14. All applications will expire in June after the close of each school year. With the exception of the FT Annex, building use during the summer, in general, is not permitted so that the buildings may be cleaned and serviced as needed.

15. It is a violation of the law to have alcoholic beverages or illegal drugs on corporation property. Smoking and weapons of any kind are also prohibited on school property and in all facilities. Animals, excluding service dogs, are not permitted on Corporation property.
16. Keys to the building or facility will not be issued to any individual/group unless authorized by the Assistant Superintendent for Operations. Building custodians or other authorized Corporation personnel will open and secure doors.
17. The building custodian will be present in the building when a Corporation facility is in use, unless authorized by the Director of Operations. The custodian will remain in the building during the event and will be responsible for closing and securing the building after the event.
18. The use of decorations or the application of material to the wall or floors shall be at the discretion of the building principal or the Director of Operations.
19. All meetings shall terminate and rooms be vacated by 9 p.m. on weekdays during the school year, unless approved by the Director of Operations.
20. Equipment rental must be requested and approved by the Director of Operations. Projectors, public address systems or other equipment may be used if available. Additional charges may be incurred for rental of equipment or services.
21. Prior approval of the Director of Operations must be given before food or drinks are served in any of the buildings. FTCSC has an exclusive agreement with Coca Cola. The agreement stipulates that no competing brand will be allowed to sample, market or distribute their logo on corporation property.
22. The use of Corporation grounds and facilities will not be granted for; private social functions, any purpose prohibited by law, or any commercial or profit making organizations or individuals offering services for profit.
23. Facilities are staffed based on the hours requested on the facility rental agreement form. Personnel will not be on hand to grant building access outside of the requested hours. Time for set-up and tear-down must be included in the requested hours.
24. Rentals will be charged for time utilized beyond that stated for use in the application. Additional time will be billed in multiples of one-half hour.
25. Any authorized application granted to any person(s) or organization is not transferable to any other person(s) or organization.
26. School affiliated groups typically won't be charged rent, unless they are generating revenue, however, shall be responsible for additional personnel costs.
27. Any group utilizing the facility overnight shall pay full costs.

The Corporation shall have the right to monitor all events and may require termination of any event that does not comply with the Corporation's policy or is contrary to the law.

INSURANCE COVERAGE

- The applicant agrees to provide a Certificate of Insurance (liability insurance) naming the corporation as "additional insured".
- The insurance coverage shall stipulate an amount of \$1,000,000 Personal Injury, \$2,000,000 General Aggregate, \$100,000 Premises, and \$5,000 Medical per person.
- The applicant accepts and understands the rules and regulations as stated. The applicant understands that this permit may be revoked or cancelled at any time with or without cause. The applicant shall have no claim or right to damages or reimbursement for any loss, or expense resulting from such revocation or cancellation.
- User shall be liable financially for damage to the facilities.
- No liability shall be attached to this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

Application for Use of FTCSC Facility
 Director of Business and Operations
 6141 S. Franklin Road Indianapolis, IN 46259
 317-862-2411 317-803-5094 Fax

All information on this application must be completed and signed to be approved.

Name of Organization		Billing Address of Organization	Email Address
Name of Representative/Applicant		City, Zip	Phone Number(s) (h) (c)
BUILDING REQUESTED:	NO. OF PERSONS EXPECTED:	ORGANIZATION TYPE: School Affiliated <input type="checkbox"/> Not for Profit <input type="checkbox"/> For Profit <input type="checkbox"/>	

DESCRIPTION OF EVENT:			
	Date of Event	Event Begin/Set-up Time	Event End/Tear-down Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Special Instructions:

Requested Facility: Please check appropriate box							
<input type="checkbox"/> Elem Gym	\$15.00/hr	<input type="checkbox"/> MS/Kitley Gym	\$20.00/hr	<input type="checkbox"/> HS Auditorium	\$75.00/hr	<input type="checkbox"/> HS Café	\$25.00/hr
<input type="checkbox"/> Elem Café	\$15.00/hr	<input type="checkbox"/> Annex Café	\$20.00/hr	<input type="checkbox"/> HS Gym	\$50.00/hr	<input type="checkbox"/> FA Café	\$25.00/hr
<input type="checkbox"/> Elem LGI Room	\$10.00/hr	<input type="checkbox"/> MS/Kitley Café	\$20.00/hr	<input type="checkbox"/> HS Aux Gym	\$35.00/hr	<input type="checkbox"/> FA LGI Room	\$10.00/hr
<input type="checkbox"/> Annex Gym	\$20.00/hr	<input type="checkbox"/> Annex Classroom	\$10.00/hr	<input type="checkbox"/> HS Stadium	\$200.00/day	<input type="checkbox"/> FA Gym	\$35.00/hr
<input type="checkbox"/> Annex Aux Gym	\$20.00/hr	<input type="checkbox"/> Annex Band Room	\$20.00/hr	<input type="checkbox"/> HS LGI Room	\$10.00/hr	<input type="checkbox"/> HS Track	\$200.00/day

Personnel Costs
 Cost for Custodian is \$40.00 per hour per custodian two (2) hour minimum
 Cost for Security is \$50.00 per hour per officer two (2) hour minimum and may be required for groups in excess of one hundred (100)
 Cost for the Auditorium Director at Franklin Central High School (all events) is \$35.00 per hour for the entire event
Additional time with additional charges may be needed based on the condition of the facility after departure to return the facility to school readiness.

Equipment Rental Elementary & Middle School		High School		Estimated Total	
Sound	\$25.00/per use <input type="checkbox"/>	Lighting	\$100.00/per use <input type="checkbox"/>	Custodial	\$ _____
LCD Projector	25.00/per use <input type="checkbox"/>	Sound	100.00/per use <input type="checkbox"/>	Security	\$ _____
Computer Use	25.00/per use <input type="checkbox"/>	LCD Projector	25.00/per use <input type="checkbox"/>	Rental	\$ _____
		Computer Use	25.00/per use <input type="checkbox"/>	Other	\$ _____
				Grand Total: \$ _____	

The final charge may be more or less depending upon actual services used. School affiliated groups may have rental fee waived with proper permission.
 I have read, understand and agree to abide by all PROCEDURES, RULES AND REGULATIONS AND INSURANCES REQUIRED, AS SPECIFIED.
 I certify I am authorized to sign this application.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY			
Certificate of Insurance Received and on File	Yes _____	No _____	
Approval of Building Principal	Date _____	Approval of Director of Operations	Date _____
Entered in FS Direct by	Date _____		

HOLD HARMLESS AGREEMENT

FACILITY USE

I/We agree to be responsible for the conduct of the audience in and about the facility and for any damage incurred. I/We have reviewed the policy, rule, and regulations of the Franklin Township Community School Corporation, and further agree that the school property will be used in accordance with the rules and regulations of the Franklin Township Community School Corporation. I/We understand that no contract shall extend beyond one year from the date that the contract is executed.

I/We agree to indemnify and hold harmless Franklin Township Community School Corporation from:

- a) Any claim, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of the facility; and
- b) Any claim, damages, penalties, costs, and attorney fees arising from any failure of the organization, its officers, employees, and/or agents, to observe applicable laws.

I/We further acknowledge that Franklin Township Community School Corporation make no warranties about the safety, maintenance, or inspection of the facility before, during, or after it is being used by the requesting organization.

I/WE UNDERSTAND THAT THERE MAY BE A CUSTODIAL AND/OR MANAGER FEE CHARGED FOR EVENTS FOR BUILDING SUPERVISION AND/OR CLEAN-UP, AND/OR FOR THE USE OF THE FACILITY. WHEN APPLICATBLE A MINIMUM OF 2 HOURS WILL BE BILLED. I/WE AGREE TO PAY THE AMOUNT(S) BILLED AFTER USE OF THE FACILITY.

NAME OF ORGANIZATION: _____

REQUESTOR'S SIGNATURE: _____

REQUESTOR'S PRINTED

NAME AND TITLE: _____

DATE: _____