

# EAST WASHINGTON SCHOOL CORPORATION

## USE OF FACILITIES PERMIT

Check One:  High School  Middle School  Other  
 Elementary School  Track Area

Specify facility desired: \_\_\_\_\_

(See page 3 if Performing Arts Center is desired)

Name of Organization/Group requesting use: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time doors to be opened: \_\_\_\_\_ Length of program: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Admission charge: \_\_\_\_\_

Proceeds to be used for: \_\_\_\_\_

### **EQUIPMENT OR ADDITIONAL FACILITIES REQUESTED:**

<input type="checkbox"/> Kitchen	<input type="checkbox"/> Stage Lights	_____ # of Tables
<input type="checkbox"/> Locker Rooms	<input type="checkbox"/> Piano	_____ # of Chairs
<input type="checkbox"/> Scoreboards	<input type="checkbox"/> Stage	<input type="checkbox"/> Projection
<input type="checkbox"/> Public Address System	<input type="checkbox"/> Bleachers	<input type="checkbox"/> Computer
<input type="checkbox"/> VCR	<input type="checkbox"/> Other:	

### **PERSONNEL TO BE ASSIGNED:**

<input type="checkbox"/> Custodian	<input type="checkbox"/> Building Supervisor	<input type="checkbox"/> Stage Hand
<input type="checkbox"/> Kitchen Staff	<input type="checkbox"/> Technician	<input type="checkbox"/> Other: _____

### **(STAFF USE ONLY)**

Personnel assigned by: \_\_\_\_\_

The undersigned recognizes the Board of School Trustees is obligated to the whole public for protection, proper use, and supervision of public school property; that such property is never for "rent" in the sense that commercial buildings and equipment are available; that school property cannot be used indiscriminately by individuals or small segments of the population—even when expense fees are paid; that school facilities must be in complete daily readiness for their designated functions of educating school children.

OTHER TERMS OF AGREEMENT:

1. The organization using a school facility agrees to be responsible for any damages and/or other losses incurred during the time the facility is being used. Any and all concerns should be reported to the building principal or other school personnel immediately upon recognition.
2. In most cases a custodian or other school personnel must be present while a facility is being used. Cost to the organization can be reduced by a concerted effort to assist with cleanup at the conclusion of the event.
3. The organization using a facility agrees to restrict its usage to only the facility described in the agreement. Participants and attendees must STAY OUT of other areas of the building.
4. Any accident or condition in need of attention should be reported to the school personnel.
5. A request to use a facility must be presented in writing on the proper form at least seven (7) days before the event is to take place.
6. No food or food products may be used or served in the Performing Arts Center.

The undersigned agrees to observe both the letter and the spirit of the East Washington School Corporation's rules and regulations governing the use of school property and hereby requests the use of school property and personnel as indicated on this form.

The undersigned has read and fully understands the rules and regulation governing the use of these facilities and agrees to abide by the same and be responsible for any damage to school property due to such occupancy and to strictly observe the rules and regulations of the Board of School Trustees relative to the use of such facilities.

\_\_\_\_\_  
NAME OF ORGANIZATION/GROUP

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
WORK PHONE

\_\_\_\_\_  
HOME/CELL PHONE

The above request does not interfere with the educational program of this school and this request is hereby approved. The use of the necessary facilities for the above dates has also been scheduled.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL

**(OFFICE USE ONLY)**

SCHEDULE OF CHARGES

Basic charge of use of facility: \$ \_\_\_\_\_

Charge for personnel: \$ \_\_\_\_\_

Other charges: \$ \_\_\_\_\_

Total charges: \$ \_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERINTENDANT OF SCHOOLS

It is the policy of the East Washington School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, limited English proficiency, or any form of disability in its programs or employment practices as required by the Indiana Civil Rights Act (IC 22-9-1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Inquiries regarding compliance should be directed to: Superintendent of East Washington School Corporation, 1050

N Eastern School Rd, Pekin, IN 47165

**PLEASE COMPLETE FOR USE OF PERFORMING ARTS CENTER**

The East Washington Performing Arts Center is a modern facility with many features for use with your performance. Whether you're doing a simple lecture or a full scale production, it is our goal to help you achieve the best results possible. In our efforts to help, we ask that you give us some details about your performance. We will use this information to provide you with the best experience possible.

In the lines below, please elaborate on your performance needs. This will help us best to prepare for your performance.

Here is a brief list of some of the items available to you:

(Please indicate if needed and if applicable, quantity needed)

- Wireless & wired handheld microphones Qty: \_\_\_\_\_
- Lavalier and head worn microphones Qty: \_\_\_\_\_
- On-stage monitors
- Programmable stage lighting
- Spotlights
- Fly system for raising and lowering curtains
- Dressing rooms

**FEE FOR USE OF CORPORATION BUILDINGS**

A schedule of fees for the use of Corporation facilities is determined annually based upon the following factors:

1. The use of Corporation facilities for activities related to the educational program and Corporation operations shall be without cost to the users, except that the users shall be responsible for any police fees.
2. The use of Corporation facilities for any non-profit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria fees and police fees.
3. All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.

**ELEMENTARY/MIDDLE SCHOOL**

**CHARGES**

Gymnasium	\$100
Cafeteria	\$65
Cafeteria and Kitchen with refreshments (School cafeteria worker’s presence required if equipment is used—at established rate)	\$75

**HIGH SCHOOL**

**CHARGES**

Classroom	\$50
Athletic Field	\$100
Gymnasium	\$100
Cafeteria	\$75
Cafeteria and Kitchen with refreshments (School cafeteria worker’s presence required if equipment is used—at established rate)	\$100
Performing Arts Center (within school boundaries)	\$200
Performing Arts Center (outside of school boundaries)	\$400

**PERSONNEL**

**CHARGES**

Custodian/Cook	1 ½ times established rate
Technician	\$25 per hour
Stage Hand	\$20 per hour