

North Putnam Community School Corporation

300 N. Washington Street
Bainbridge, Indiana 46105
765-522-6218 Fax 765-522-3562

Daniel A. Noel, Superintendent

School _____

Permit for School Facility Usage

Name of organization _____

Event _____ Date _____

Areas to be used	Rental Charges	Type and # of personnel needed
____ Auditorium	_____	Custodians(s) _____
____ Gymnasium	_____	Supervision _____
____ Classroom(s)	_____	Operator(s) _____
____ Media Center	_____	Cook(s) _____
____ Computer Lab	_____	Other _____
____ Pool	_____	

Rental amount \$ _____
Refundable deposit \$ _____
Personnel Charge \$ _____
Total amount due \$ _____

We have read and fully understand the rules and regulations of the Board of School Trustees governing the use of the school facilities. We agree to the strict observances of these rules and regulations and to be responsible for any damage to school property due to such occupancy.

Signature of applicant _____ Date _____

Address _____

City _____ State _____ Zip _____ Telephone _____

The above request approved _____ The above request denied _____

Principal _____ Date: _____

Lease

This indenture made this ____ day of _____ 20____, by and between North Putnam Community School Corporation (hereinafter called Lessor), and _____, (hereinafter called Lessee),

Witnesseth:

1. Lessor, in consideration of the rents and covenants herein contained, does hereby lease to Lessee the following described facility or property in _____, Putnam County, Indiana.
2. This lease shall extend for a term of _____.
3. In consideration therefore Lessee does agree to pay rental in the amount of _____ Dollars (\$_____) payable upon the execution of this instrument.
4. Lessee covenants and agrees that the said above described premises shall be used for purposes only, including activities, and shall not be used for immoral or illegal activities.
5. Lessee has examined the premises prior to and as a condition precedent to acceptance and the execution hereof, and is satisfied with the physical condition thereof and Lessee agrees and admits that no agreement or promise to repair the said premises, either before or after the execution hereof, not contained herein, has been made by Lessor or their agents.
6. Lessee further agrees that any alteration or any other change in the physical aspects of the real estate shall be done at the expense of the Lessee and only after consent in writing thirty (30) days prior to said alterations or other changes, has been obtained from Lessor.
7. Lessee shall not assign this lease, nor let or underlet the whole or any part thereof and at the expiration of said term or any extension thereof, shall quit the premises and surrender the premises in as good of a condition as the same was at the commencement of this lease.
8. It is further understood and agreed between the parties hereto that Lessor, its agents and employees, shall have the use of the leased premises during the school period day during the term of this lease or any extension or renewal thereof.
9. Lessee shall keep the said premises in a clean, slightly and healthful condition including _____.
10. Lessor for itself, and assigns, hereby covenants and agrees with Lessee that said Lessee, paying the rent, and keeping and performing the covenants of this lease on their part to be kept and performed, shall peaceable and quietly hold, occupy and enjoy said premises during said term or any extension or renewal thereof.
11. If said rent shall remain unpaid or at any time be in arrears or if said Lessee shall fail to keep and perform any of the covenants, agreements, or conditions of this lease on their part to be kept and performed and said default is not cured within ten (10) days after written notice from Lessor setting forth notice of the default it shall be lawful for Lessor, or its assigns without notice or process of law, to enter into said premises and again, have, repossess and enjoy the same as if this lease had not been made.
12. Lessee agrees and covenants that Lessee shall, in the use of the demised premises, not discriminate against any person, because of his race, religion, color, sex, national origin or ancestry.

13. Lessor shall not be liable for any damage either to person or property sustained by Lessee or by other persons using the said demised property at the instance, request, invitation or under contractual relationship with Lessee, including but not limited to any participants, spectators, parents or legal guardians of participants in any recreational activity on the premises. Furthermore, Lessee hereby assumes all risk and responsibilities for accident, injury or damage to person and property arising from Lessee's use and control of the facility/property and improvements therein. Lessee shall insure such risk by carrying a minimum of three hundred thousand dollars (\$300,000.00) liability insurance, insuring Lessor's liability as well as Lessee's and shall provide to Lessor a certificate of insurance showing Lessor named as an additional named insured.

Name of Liability Insurance Carrier:

A certificate from the Insurance Carrier must be provided.

This lease, and the covenants herein contained shall extend to and be binding upon the assigns of the parties hereto.

In Witness whereof, the said parties have hereunto set their hands and seals

this ____ day of _____, 2____.

Lessor:

North Putnam Community School Corporation

By: _____
Principal/Superintendent

Lessee:

By: _____

Insurance Requirements

All groups or organizations not associated with the North Putnam Community School Corporation shall be required to furnish a personal injury liability certificate in the amount of \$1,000,000 per incident and \$300,000 per individual prior to being permitted to use any of the school corporation facilities.

Rental Fees

Elementary, Middle, and High School Facilities

A. School sponsored or school related group	Non-School	Civic/Comm. Organization:
a. Custodial Fee (if needed)	\$32.00/hr	\$32.00/hr
b. Cafeteria worker (if needed)	\$30.00/hr	\$30.00/hr
c. Certified lifeguard responsibility of user		
B. Non-school sponsored group refundable deposit rental fee		
a. Refundable deposit	\$50.00	\$50.00
b. Custodial Fee (Minimum 3 hours)	\$32.00/hr	\$32.00/hr
c. Custodial fee (open and lock up only)	\$15.00	\$15.00
d. Cafeteria worker (Minimum 3 hours)	\$30.00/hr	\$30.00/hr
e. Certified lifeguard responsibility of user		
f. Rental fees:		
i. Classroom (per room)	\$10.00	\$20.00
ii. HS gymnasium	\$30.00	\$60.00
iii. MS gymnasium	\$20.00	\$50.00
iv. Elementary gymnasium	\$20.00	\$50.00
v. HS cafeteria	\$20.00	\$50.00
vi. MS cafeteria	\$20.00	\$40.00
vii. Elementary cafeteria	\$20.00	\$50.00
viii. HS media center	\$20.00	\$50.00
ix. MS media center	\$20.00	\$55.00
x. Elementary media center	\$20.00	\$50.00
xi. Kitchen	\$20.00	\$20.00
xii. Pool	\$20.00	\$20.00
xiii. Auditorium	\$20.00	\$50.00
xiv. Football field	\$15.00	\$35.00
xv. Football field (lights-in addition to event cost)	\$10.00/hr	\$10.00/hr
xvi. Baseball field	\$15.00	\$35.00
xvii. Baseball field (lights-plus event cost)	\$10.00 /hr	\$10.00/hr
xviii. Softball Field	\$15.00	\$35.00

(All charges are per event)

Rental fees do not include personnel charges.

All rental fees are to be paid to the North Putnam Community School Corporation.

All personnel charges are to be paid directly to the North Putnam Community School Corporation.

The Refundable deposit is to be paid to the building holding the event.

USE OF SCHOOL BUILDINGS, GROUNDS, FACILITIES, AND EQUIPMENT

The following statements of policy and regulations shall govern the use of the buildings, facilities, and equipment of the North Putnam Community School Corporation.

- I. The buildings, grounds, and equipment of the schools of the North Putnam Community School Corporation are primarily for the use of the boys and girls in school and the activities sponsored by the school.
 - II. Public use of buildings, grounds, and equipment may be allowed by the Board of School Trustees when such use does not hinder or hamper the school program.
 - III. In case of a conflict between a scheduled school event and a proposed event necessitating rental of school buildings, grounds, or equipment, the school program will always take precedence.
 - IV. When buildings, grounds, and equipment are used by groups outside the school program, a rental fee may be paid as established in the rules and regulations governing rental of buildings, grounds, and equipment of the North Putnam Community School Corporation. Interpretation and implementation of the rules and regulations rests with the building principals.
 - V. Use by public groups of the buildings, grounds, and equipment of the North Putnam Community School Corporation will be restricted to non-commercial organizations or to commercial organizations whose meeting or program is deemed non-commercial nature and intent and in the best interests of the North Putnam Community School Corporation and community. Public groups are further defined as non-profit, charitable, and public service clubs or organizations whose primary purpose is serving the youth of the community.
 - VI. Interpretation of the non-commercial intent and nature of a commercial organization applying to rent buildings, grounds or equipment, and whether such rental is in the best interests of the North Putnam Community School Corporation and community will be the responsibility of the Board of School Trustees. Also, groups whose service to the North Putnam Community is not clearly defined may be referred to the Board of School Trustees.
 - VII. Use of the equipment is prohibited when said equipment is to be used away from the school premises, or when said use is deemed personal in nature and intent except as approved by the Board of School Trustees.
 - VIII. Whenever the kitchen or kitchen equipment is used, a school cook must be contracted to oversee the use of said equipment.
 - IX. Whenever the swimming pool is used, a properly certified lifeguard shall be employed by the group using the facility. A copy of the lifeguard's certification shall be attached to the lease form and application.
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RULES AND REGULATIONS

1. The use of all facilities for any purpose shall be cleared through the building principal.
 2. The use of the building will be strictly confined to the areas designated.
 3. Gambling, use of tobacco products, drinking, and/or possession of intoxicants or drugs on school property is specifically prohibited.
 4. No furniture or equipment, including pianos, stage equipment, audio-visual equipment, etc., shall be used or moved without approval from the principal.
 5. The school corporation shall not be responsible for injuries, damage to or loss of property, upon school premises sustained by parties participating in a program, or to any patron attending said program.
 6. The use of special equipment shall be permitted only when operated by school employees or other persons authorized by the school principal.
 7. No signs, displays, or materials may be attached to or nailed against walls, windows, woodwork, blinds, draperies, grounds, or drives without approval from the principal.
 8. All rights for the operation of concessions are reserved by the school principal.
 9. Food or drink shall not be taken into areas except as designated concession areas.
 10. Established parking areas shall be used for all vehicles. At no time will cars be allowed on the grass areas.
 11. Any group using school facilities and/or grounds shall be responsible for leaving the facilities/grounds in the same condition that they found them.
 12. Failure to comply with any of the above rules could result in denial for future use of the facilities.
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