

Earlham Community School Rental Application Form

Applicant: _____ Date: _____

Renting Organization: _____

Address: _____

Telephone (daytime): _____ Email: _____

Is the organization incorporated as not-for-profit? **YES / NO** Is there an admission fee to this event? **YES / NO**

Title of Presentation/Purpose: _____

Day / Date of Use	Start / End Time	Day / Date of Use	Start / End Time

Additional Rooms/Equipment: _____

PREPARATION DETAILS: Description of facility and equipment provided is described in the accompanying contract. Please communicate in writing any special preparation details to the Central Office at least four (4) weeks in advance to ensure the proper preparation is finished prior to your arrival and to allow for board approval.

PROVISIONS OF AGREEMENT:

- 1) The facility as described in the accompanying Contract cannot be used for any purpose contrary to law or the public policy of Earlham Community Schools, or for any purpose deemed extra hazardous on account of fire or otherwise.
- 2) The Lessee/Applicant cannot assign or transfer this agreement to a third party.
- 3) The Lessee/Applicant is to surrender the facility as described in the Contract in as good state and condition as upon entry of possession. No alterations or additions in or to the facility shall be made, including but not limited to holes made or drilled in any part of the structure for any purpose whatsoever.
- 4) No extension of the rental period as described above will be allowed without a prior written agreement between Earlham Community Schools and the Lessee/Applicant.
- 5) Earlham Community Schools has the right to terminate this agreement without notice in the event of any violation of this agreement or the attached Contract, whether such violation is the result of acts of the Renting Organization or by persons invited to the facility by the Renting Organization.
- 6) Earlham Community Schools shall be in no way responsible for the loss, theft, or destruction of materials, equipment, etc., brought on to the premises by the Renting Organization.
- 7) The rental of this facility implies only the use of minimal equipment, and the use of equipment other than that detailed in the Contract must be specified well in advance and may incur additional fees.
- 8) The Lessee/ Applicant agree to furnish all personal liability insurance for the use period and releases Earlham Community Schools from any liability for damages resulting from the use period. Any damage to property belonging to Earlham Community Schools during the use period or as the result of any actions by the Renting Organization or by persons invited to the facility by the Renting Organization, shall be paid by the user on demand of Earlham Community Schools. Further the Lessee/Applicant and the Renting Organization agree to abide by all building use regulations as stated in Board Policy 1004.1 and 1004.1R.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF EARLHAM COMMUNITY DISTRICT PERSONELL

DATE

Basic Rental Fee: _____

Advance Deposit: _____

Earlham Community School Facility Rental Contract

Contact Person: _____ Organization/Group Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Fax: _____ E-mail address: _____

Is group primarily Earlham Community School District Residents? YES / NO Will use be for mostly: Adult or Youth

Has Contact noted above completed the Rental Agreement (1004.2)? YES / NO

Has Contact read and agree to the conditions outlined in Board Policy 1004.1 and its regulations 1004.1R? YES / NO

Does Contact understand and agree to the conditions outlined in the Building Usage Checklist? YES / NO

PREPARATION DETAILS: Please describe what areas of the facility, equipment or other special needs. Please note:

*Equipment & Quantity (if available) TV/VCR, Physical Education Equipment, PA system, Tables or Chairs

*Will food or beverage be served? (in approved areas only)

Facility Room(s):

Purpose of Use:

Special Needs:

Days of Requested Use: _____ Approx. Time(s) of Use: _____

Rental Conditions / Amount: _____

PROVISIONS OF CONTRACT:

1. The facility as described in the Contract cannot be used for any purpose contrary to law or the public policy of Earlham Community Schools, or for any purpose deemed extra hazardous on account of fire or otherwise.
2. The Lessee/Applicant cannot assign or transfer this contract to a third party.
3. The Rental Agreement 1004.2, Policy 1004.1 and Regulations 1004.1R1 and 1004.1R3 are incorporated in this request.
4. Earlham Community Schools has the right to terminate this agreement without notice in the event of any violation of this agreement or the attached Contract, whether such violation is the result of acts of the Renting Organization or by persons invited to the facility by the Renting Organization.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF EARLHAM COMMUNITY DISTRICT PERSONELL

DATE

Rental Fee: _____

Evidence of Liability Insurance: _____

Advance Deposit | Check #: _____

Date Adopted: 12-09-86
Date Reviewed: 04-14-93, 03-17-97
Date Revised: 07-16-02, 02-11-04, 01-17-07

Earlham Community School Building Usage Check List

Date: _____

Person Responsible: _____

Checklist – All of the following items must be completed to assure the school building is secure and presentable for scheduled school functions.

If responsible party is not sure of locations to secure a facility walk thru can be provided if requested.

Doors – Closed and secured

- South Doors (Between kindergarten rooms)
- S.E. Doors (Old building by south stairwell)
- East Doors (Old building by north stairwell)
- East Doors (By high school art room at bottom of ramp)
- East Doors (By cafeteria/multi-purpose room)
- North Doors (By the weight room)
- West Doors (By the greenhouse)
- Main Doors (By the district office – main entrance)

Lights – Turned off

- Practice gym
- Competition gym
- Multi-purpose gym
- Commons

Floors and Hallways

- Water bottles and garbage picked up and thrown away

Bathrooms – Paper towels picked up and toilets flushed

- Outside of practice gym
- Outside high school art room (south of competition gym)

Signature: _____