



**SHERIDAN COMMUNITY SCHOOLS
24795 N. HINESLEY ROAD
SHERIDAN, IN 46069**

FOR SCHOOL USE ONLY

Route to:
Event Coordinator _____
Bldg. Administrator _____
Superintendent _____
Facilities Director _____
Return to _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Organization Requesting Usage: _____

Today's Date: _____

Name of Event: _____

Attendance Expected: _____

Contact Person: _____

Phone: _____

Event Date(s): _____ Time Start _____ End _____

Date(s): _____ Time Start _____ End _____

Rehearsal Date(s): _____ Time Start _____ End _____

Date(s): _____ Time Start _____ End _____

Location: _____ Elementary _____ Middle School _____ High School

Requested Areas: _____ Auditorium _____ Cafeteria _____ Kitchen

_____ Gymnasium _____ Classrooms _____ Dressing Rooms

_____ Concession _____ Other

Additional Needs: _____ Sound System _____ Podium

_____ Chairs (#) _____ Tables (#)

Special Instructions: _____

Please circle: Admission **will/will not** be charged. Amount Charged: Adult \$ _____ Child \$ _____

Having read the policies on use of school facilities, we agree to the strict observance of the rules and regulations, and to be responsible for payment of all rental fees and damages to property not including ordinary wear and tear. It is understood that if a custodian or other school employee is required to open or oversee a building's usage, the employee will receive time and a half paid by the organization using the facility, mileage to and from home and usage site, and that this same rate of pay will be assessed for cleaning time after the event in the case clean-up is necessary.

Basic Charge \$ _____

Coordinator \$ _____

Custodian \$ _____

Other \$ _____

Total Charge \$ _____

Signature: _____

Address: _____

Phone: _____

Responsible person at time of facility use if other than above organization representative.

Name: _____ Phone: _____

(Make checks payable to Sheridan Community Schools)

The above request does not interfere with any educational programs of this school and is hereby approved and necessary facilities scheduled.

Event Coordinator

Building Administrator

Superintendent

Facilities Director