

Career Academy South Bend/Success Academy South Bend

Facility Usage Application

Name of Event: _____

Date of Application: _____

Name: _____

Address: _____

E-mail Address: _____

Primary Phone: _____

Other Phone: _____

Facility Desired: Career Academy / Success Academy (Circle One)

Date(s) Requested: _____

Time: From _____ to _____

Anticipated # of total participants including spectators: _____

Estimated % of Career/Success Academy Students: _____

Purpose: Curricular Extra-curricular Staff Community or Civic Fundraising

Primary Activities: _____

Space Requested: (Circle all that Apply)

Auditorium Main Gym Indoor Playground (SASB) Cafeteria Meeting Room

Equipment Requested: (Circle all that Apply)

Athletic Equipment Light/Sound System Computers/Projectors Music Equipment

Other _____

Setup Required/Requested:

Microphone Table/Chairs Podium Tarps Other _____

Staffing Requested:

Custodial Supervision Other _____

Signature/Approval:

Bldg. Principal/Designee _____ Date _____

Estimated User Fees \$ _____

Est. Custodial/Staffing Fees \$ _____

Est. Equipment Fees \$ _____

Total Estimated Fees \$ _____

Certificate of Insurance attached to application: Yes No

Application received by: _____ Date received: _____

Eligible Renters

1. Local groups or organizations residing within South Bend/Michiana.
2. The representative must be at least twenty-one (21) years of age and approved via a background check.

Renter Responsibilities

1. Gambling, the use of tobacco, alcohol, and illegal substances on school property is strictly prohibited. In addition, any inappropriate behavior/conduct will not be tolerated.
2. The requesting party shall protect and hold harmless any member of the Board of School Trustees, any administrator, any teacher, or any other employee of Career/Success Academies from loss, injury, or damage, to person or property, provided such member or employee was acting in the discharge of his/her duties.
3. Renter shall obtain and maintain a policy or policies of liability insurance covering Career/Success Academies' obligations under the Renter Agreement. Such policy/policies shall have a minimum coverage of \$1,000,000.00 per occurrence and in the aggregate; \$1,000,000.00 for workers' compensation insurance; and \$1,000,000.00 for Errors and Omissions Liability Insurance. A copy of the certificate of insurance is required five (5) days prior to the rental.
4. A check, payable to Career Academy South Bend, for the entire amount must be presented to the building treasurer within one (1) week prior to the event. The renter agrees to be responsible for any additional charges incurred or damages caused by renter's activities.
5. No signs, displays, or other material may be located in or on school property unless specifically noted on the application and is subsequently approved.
6. Failure to comply with the rules and regulations will be sufficient reason to cancel future privileges. Career and Success Academies reserve the right to deny the use of its facilities or cancel any activity without notice.
7. It is the responsibility of the renter to return the facility to its condition/arrangement prior to departure. This would include bagging up any garbage and depositing in the appropriate dumpsters.
8. Applications must be received at least 30 days prior to the scheduled event.

Rental Fee Calculation

1. The base rental fee shall be charged for providing heat, air conditioning, and power and light. Custodial service, technical assistance, and supervision shall be done by employees (designees) of Career/Success Academies. These services shall be provided at the rates approved by the Board as recommended by the building principal and/or designee.
2. All rental fees are for a minimum of three (3) hours plus appropriate custodial, technical, or supervisory services. Fees may be assessed in one (1) hour increments beyond the minimum.

3. All rates and services are calculated from the time the building is opened until building cleanup is complete.
4. The applicant may request a waiver of facility use fees by appealing to the building principal or designee.

Career Academy/Success Academy South Bend

Request for Use of School Facilities

Acknowledgement

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risk of injury inherent in exercise, the nature of the sport, the use of exercise equipment, or the use of a facility provided by the school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

I hereby certify that I am an authorized representative of the organization requesting the use of Career/Success Academy facilities. Furthermore, I have the authority to enter into legal agreements on behalf of the organization. I have read and understand all the terms and conditions stated above in this agreement.

Signature of Organization Representative

Date

Facility Usage Rental Fees

Rental Fees-Per Hour (Minimum 3 Hours)

- Gymnasium/Restrooms (without stage): \$50.00
- Gymnasium/Restrooms (with stage): \$60.00
- Indoor Playground/Restrooms (SASB): \$40.00
 - (\$25.00 if playground is rented in addition to Gymnasium)
- Cafeteria/Restrooms: \$25.00
- Main Conference Room: \$15.00
- Custodial Support during regular hours: \$20.00
- Custodial Support weekends/off hours: \$28.00
 - Note: these rates do not include snow removal during winter months
- IT or Tech Support: \$30.00
- General Supervision: \$30.00