

APPLICATION FOR USE OF FACILITIES:
IMPORTANT: ALL FACILITY REQUESTS MUST BE SCHEDULED AND SIGNED
BY BUILDING PRINCIPAL PRIOR TO SCHOOL BOARD APPROVAL.

Application is hereby made for use of Switzerland County School Corporation Facilities as follows:

_____ on _____, _____
(Building/Facility Requested) (day / date) (yr.)
from _____ to _____ for _____,
(start time) (end time) (Purpose)
with admission charge of \$ _____. DATE OF APPLICATION: _____

RULES AND REGULATIONS:

1. Fees for use of the Corporation's Facilities are as follows:
 - A. Cafetorium: At the high school, middle school and grade schools costs \$50.00/day.
 - B. Classrooms: At any school are \$20.00/day.
 - C. Kitchen: May not be rented.
 - D. Gymnasium: At the Switzerland Co. High School and Jefferson-Craig may not be rented.
 - E. Old Gym and Switzerland County Elementary Gym: May be rented at \$50.00/day.
2. Every precaution must be taken to assure proper care of the building and its equipment. Any damage resulting from misuse or abuse must be reported at once and repaired or paid for by applicant.
3. The right is reserved by the school to cancel this permit if the facilities are found to be needed for use by School Authorities.
4. The users shall pay the custodian's wages at their regular hourly rate for the supervisory services that are required by School Authorities and for the period of time required in cleaning. Custodian is to be assigned by building principal.
5. Arrangements for use of school-owned equipment, including sound systems, on school property must be made in advance. A charge shall be made for trained personnel of the School to operate the equipment.
6. School Facilities shall not be used for any of the following purposes unless Board approved:
 - A. For any public dance.
 - B. For any program including any form of gambling.
 - C. For commercial or personal gain.
 - D. For private classes for the instruction of children or adults.
 - E. For any money raising activity unless the proceeds thereof are used for school purposes or for approved charitable, educational, character-building or other community welfare purposes.
 - F. For any other purpose harmful to our democratic way of life and to the best interest of the community.
7. There shall be no use of alcoholic beverages on school property at any time. Use of tobacco by individuals is as governed by law.
8. Failure on the part of any organization to comply with these regulations will result in future use of school facilities being denied that organization.
9. A certificate of liability shall be provided by any commercial or non-profit group prior to use.
10. The entity using a school facility shall indemnify and hold the Switz. Co. School Corp. and it's Board harmless from any liability or loss resulting from acts or omissions to act during the time the facility is being used.

The signing of this application is in agreement of the fact that ALL RULES AND REGULATIONS printed on this application have been read, are fully understood, and are entirely and wholly agreed to without reservation or exception.

NAME OF ORGANIZATION NAME & TITLE OF REQUESTING INDIVIDUAL

ADDRESS OF REQUESTING INDIVIDUAL TELEPHONE

REQUESTING INDIVIDUAL'S SIGNATURE BUILDING PRINCIPAL'S SIGNATURE / (DATE)

Equipment Checkout Form Switzerland County School Corporation

Please call the Technology Department at 427-2518 for help completing this form.

This form MUST be returned to the Tech Department

This agreement ensures that equipment borrowed from the Tech department will be used and maintained by the designated borrower (named below). By signing this form, the borrower accepts responsibility to demonstrate proper use of specified equipment. All specified equipment is the property of Switzerland County School Corporation and will be set up with standard software needed for use. We ask that you NOT install software of any kind, other than software provided by the Tech department. The tech staff will be available to provide assistance when needed.

Description of Equipment:

Item/ Manufacturer:	
<small>ex: laptop, projector</small>	
Serial #:	
Asset Control tag	

Items Issued: Please check appropriate boxes.

- | | | | |
|---|------|---|------------|
| <input type="checkbox"/> Laptop | #___ | <input type="checkbox"/> Mouse | #___ |
| <input type="checkbox"/> Laptop Bag | #___ | <input type="checkbox"/> Whiteboard Pen | #___ |
| <input type="checkbox"/> Projector | #___ | <input type="checkbox"/> Sound System | #___ |
| <input type="checkbox"/> Projector Bag | #___ | <input type="checkbox"/> Wireless mics for sound system | #1, 2 or 3 |
| <input type="checkbox"/> Surge Protector | #___ | <input type="checkbox"/> Corded mic for sound system | #___ |
| <input type="checkbox"/> Laptop Power Supply | #___ | <input type="checkbox"/> Projector Remote | #___ |
| <input type="checkbox"/> Digital Video Camera | #___ | <input type="checkbox"/> Projector Cables | #___ |

Borrower's information:

Name:	
Event:	
School:	
Checkout Date:	
Return Date:	
Checkout Signature.	★
Return signature:	

**Return date should be no longer than 2 consecutive days unless otherwise approved.

Technicians Only:

All items accounted for at check in: _____

Missing items _____

Equipment in same condition as issued: _____

Damaged Equipment _____

Technician's Signature: _____