

**Shelbyville Central Schools
APPLICATION FOR SCHOOL FACILITIES USAGE**

**** Must be filled out at least two weeks in advance and submitted to building principal ****

After all necessary building approval has been given, the request form will be sent to the Central Office for final approval and billing estimate. **Certificate of Liability Insurance must be included before final approval will be given.**

Name of Organization:	School Building Desired:
Event: (Include Set-Up Requirements)	Location / Area Desired: (Check All That Apply) <input type="checkbox"/> Elementary Cafeteria / Kitchen (Circle) <input type="checkbox"/> SMS Cafetorium (House Lts. & Mic Only) <input type="checkbox"/> SMS Kitchen <input type="checkbox"/> SHS Cafeteria / Kitchen (Circle) <input type="checkbox"/> SHS Breck Auditorium (House Lts. & Mic Only) <input type="checkbox"/> Elementary Gymnasium <input type="checkbox"/> SMS Gymnasium Lower / Upper (Circle) <input type="checkbox"/> SHS Garrett Gymnasium <input type="checkbox"/> SHS Auxiliary Gymnasium <input type="checkbox"/> Athletic Field _____ <input type="checkbox"/> SHS Golden Bear Room <input type="checkbox"/> SMS Media Center <input type="checkbox"/> SHS Media Center <input type="checkbox"/> Classrooms # required _____ <input type="checkbox"/> Restrooms <input type="checkbox"/> SMS Pool See Attached Lifeguard Requirements for Use of Pool <input type="checkbox"/> SHS Pool <input type="checkbox"/> Other: _____
Estimated number of attendees: _____ Will admission be charged? Yes _____ No _____	
Date(s) & Time(s) of Event:	
Name of Contact Person:	
Title/Position:	
Billing Address:	Will additional custodial, food service and/or technology support be required? (Check All That Apply) <input type="checkbox"/> Custodial Support <input type="checkbox"/> Use of Light Board (Auditorium) <input type="checkbox"/> Use of Overhead Projector and Screen <input type="checkbox"/> Use of Kitchen Equipment (refrigerator, oven, etc.) Please specify: _____ <input type="checkbox"/> Caterer: _____
Contact Phone & Fax Number:	
Contact E-mail Address:	

**** WARNING ****

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 the inherent risks of the physical fitness activity.

Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a 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.

You are assuming the risk of participating in this physical fitness activity.

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Rules and Regulations

1. Facility User shall insure risk by carrying standard liability insurance, in such amounts as are satisfactory to the Shelbyville Central Schools, insuring the school corporation's liability as well as the Facility User. Evidence of such liability insurance shall be in the form of a **Certificate of Liability** submitted as part of this application. SCS Insurance guidelines are included with this paperwork.
2. The undersigned or designee acting in behalf of the organization submitting the usage application agrees to be in attendance throughout the stated hours and date of usage and to be responsible to school officials for the proper conduct of the activity and for proper care of school facilities. Shelbyville Central Schools are no smoking environments. Smoking is not permitted in the buildings or on any of the grounds. The violation of any rule, regulation, or policy may result in the forfeiture of future rental privileges or in the cancellation of the contract.
3. It is understood that these facilities will be returned in the same condition that they were found prior to usage. The renter/user, through its officers and designated representatives, agrees that prompt and full payment for any damage or loss to school property will be made on notification by school authorities.
4. No food, refreshments, or Food Service Equipment is to be brought into the building without written permission accompanying this approval. No red/purple-based punch is allowed.
5. School maintenance personnel must be consulted, prior to usage, when power equipment requirements are greater than 15 AMPS.
6. **A fee will be charged for the actual use of the facility. You can expect an invoice for the custodial fees, if assessed, and facility use fees, as well as technical fees, if applicable. Checks should be made out to SCS Foundation. The undersigned agrees to reimburse Shelbyville Central Schools for expenses incurred as a result of the above usage in the amount as determined by Shelbyville Central Schools. Full payment is expected within 30 days of the billing day and remitted to the Superintendent's office at 803 St. Joseph St., Shelbyville, IN 46176.**
7. **PLEASE NOTE: After approval is granted, the Facility User must contact the Supervisor of Custodians and if kitchen facilities will be used, the Director of Food Service at least five (5) working days PRIOR to the event to make final arrangements for the facility use and equipment needs.**

Shelbyville Central Schools
www.shelbycs.org

Shelbyville Central Schools

803 St. Joseph Street
Shelbyville, IN 46176
317-392-2505
317-392-5737 fax
Dr. David Adams, Superintendent

Coulston Elementary School

121 Knightstown Road
Shelbyville, IN 46176
317-398-3185
317-392-5721 fax
Kyle Wheeler, Principal

Hendricks Elementary School

1111 St. Joseph St.
Shelbyville, IN 46176
317-398-7432
317-392-5725 fax
Deryck Ramey, Principal

Loper Elementary School

901 Loper Dr.
Shelbyville, IN 46176
317-398-9725
317-392-5732 fax
Brent Baker, Principal

Shelbyville Middle School

1200 W. McKay Road
Shelbyville, IN 46176
317-392-2551
317-392-5713 fax
Ryan Mikus, Principal
Jason West, Athletic Director

Shelbyville High School

2003 S. Miller Street
Shelbyville, IN 46176
317-398-9731
317-392-5709 fax
Kathleen Miltz, Principal
Jenny DeMuth, Athletic Director

I (We) have read and fully understand the rules and regulations governing the use of facilities and equipment and agree to abide by the same and to be responsible for any damage to school property due to such occupancy and for the strict observance of the rules and regulations of the Board of School Trustees relative to the use of such facilities.

Facility User Signature: _____ Date: _____

Date Received: _____ By Name of Office Personnel: _____

• Supervisor of Custodians: _____

Phone Number: _____ Email: _____

• Food Service Director: _____

Phone Number: _____ Email: _____

Facility User notified of approval and estimate Date: _____ Initials: _____

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Approval Form - For Internal Use Only

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AUDITORIUM (SHS) / CAFETORIUM (SMS) / MEDIA CENTER

Approved _____ Not Approved _____ N/A _____

Band/Music Director / Media Center Director Signature Date

.....
ATHLETIC / PE (Gymnasiums & Fields)

Approved _____ Not Approved _____ N/A _____

Athletic Director Signature Date

.....
FOOD SERVICE (Cafeterias)

Approved _____ Not Approved _____ N/A _____

Food Service Director Signature Date

.....
CUSTODIAL

Approved _____ Not Approved _____ N/A _____

Custodial Supervisor Signature Date

.....
ADMINISTRATION

Approved _____ Not Approved _____ N/A _____

Building Principal Signature Date

.....
SUPERINTENDENT'S OFFICE

Approved _____ Not Approved _____ N/A _____

Superintendent Signature Date
.....

**MINIMUM SUPERVISION REQUIREMENTS
FOR
SHS AND SMS SWIMMING POOLS**

Swim Classes During The School Day

Supervision by the teacher (Water Safety Instructor certified), one (1) adult (Lifeguard certified) employed by Shelbyville Central Schools and two (2) or more student spotters from class.

Swim Practices and Meets (Including Elementary Teams and Organized Private Teams)

Supervision by the coach(es).

Other School Sponsored Swimming (Including Elementary)

Supervision by one (1) certified adult lifeguard, age 18 or older, (who possesses current certificates for the following: 1) current basic lifeguarding, 2) lifeguard training, 3) Cardiopulmonary resuscitation (adult, child and infant), and 4) standard first aid course), and one (1) other certified lifeguard per 25 swimmers.

Other Non-School Sponsored Swimming

Supervision by one (1) certified adult lifeguard, age 18 or older, (who possesses current certificates for the following: 1) current basic lifeguarding, 2) lifeguard training, 3) Cardiopulmonary resuscitation (adult, child, and infant), and 4) standard first aid course) and one (1) other certified lifeguard per 25 swimmers.

Non-School Sponsored Instructional Activities

One (1) certified lifeguard, age 16 or older, (who possesses current certificates for the following: 1) current basic life guarding, 2) lifeguard training, 3) Cardiopulmonary resuscitation (adult, child, and infant), and 4) standard first aid course) and an appropriate number of certified instructors for the type of instruction being offered. An adult, age 18 or older must be present at all times. This person can be one of the instructors or the lifeguard if they are over age 18.

General Rules

When the swimming pool is not open for use, access to the pool shall be prevented by a fixed barrier with a locked entrance and a sign stating "POOL CLOSED" in clearly legible letters at least four (4) inches high affixed to the entrance enclosure.

When on duty in non-competitive swimming situations, lifeguards shall not perform any duties other than lifeguarding and shall not be in the water except in the line of duty.

Water Safety Instructor and lifeguard certification must come from the Red Cross or the YMCA.

Lifeguards must be dressed in swimsuits. Shorts may be worn over swimsuits. Swim shoes may be worn.

During swim classes, if both the required WSI certified teacher and the required lifeguard are not present at any time, the swimmers must get out of the pool.

In non-competitive and non-class situations, if both the required adult certified lifeguard and the required lifeguard(s) are not present at any time, the swimmers must get out of the pool.

Signature Below Indicates Groups/Organizations Are Responsible To Follow Rules Listed Above:

Name: _____ **Date:** _____