

REQUEST FOR USE OF SCHOOL FACILITIES

SOUTH SPENCER COUNTY SCHOOL CORPORATION  
321 S. Fifth Street  
Rockport, IN 47635

TO PRINCIPAL OF \_\_\_\_\_ School (in triplicate)

Facility and Area Requested \_\_\_\_\_

Group/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_  
(Signature)

Address \_\_\_\_\_ Phone \_\_\_\_\_

Activity Date(s) \_\_\_\_\_ Activity Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

State Briefly Nature of Activity: \_\_\_\_\_

Will Food Be Served? \_\_\_\_\_ If so, what type? \_\_\_\_\_

Will cafeteria kitchen need to be opened for any reason? \_\_\_\_\_ (If "yes", see below).

(Please read disclosure on back, sign and date where indicated.)

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SCHOOL PRINCIPAL TO COMPLETE THIS SECTION

Rental Fees: \$ \_\_\_\_\_ Plus \_\_\_\_\_ Hours @ hourly rate time and 1/2 for Custodial Services

(TO BE PAID AT ADMINISTRATIVE OFFICE AND CHECK MADE TO:  
SOUTH SPENCER COUNTY SCHOOL CORPORATION)

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CAFETERIA SUPERVISOR TO COMPLETE THIS SECTION

\_\_\_\_\_ Cafeteria personnel to be reimbursed from basic charge of meal

\_\_\_\_\_ Cafeteria personnel to be paid appropriate hourly rate

CAFETERIA SUPERVISOR \_\_\_\_\_ Note: To be signed if cafeteria kitchen  
is to be used for any reason

(TO BE PAID TO: SOUTH SPENCER COUNTY SCHOOL LUNCH FUND AND  
FURNISHED TO CAFETERIA SUPERVISOR)

TO SUPERINTENDENT OF SCHOOLS: (original only)

Date cleared by Principal \_\_\_\_\_ Personnel Assigned \_\_\_\_\_

Signature \_\_\_\_\_

Date cleared by Cafeteria Supervisor \_\_\_\_\_ Personnel Assigned \_\_\_\_\_

Signature \_\_\_\_\_

Date approved by Administrative Office \_\_\_\_\_ Personnel Assigned \_\_\_\_\_

Signature \_\_\_\_\_

TO TREASURER: Bill organization as follows: \_\_\_\_\_

TO ORIGINAL REQUESTOR: Copy of request, with action noted. \_\_\_\_\_

PLEASE EXECUTE IN TRIPLICATE:

- 1 - SSCSC Administrative Office
- 2 - Building Principal
- 3 - Requesting Group

**DISCLOSURE**

The Undersigned recognizes the Board of School Trustees is obligated to the whole public for protection purpose and supervision of public school property; that such property is never for "rent" in the sense that commercial buildings and equipment are available; that school property cannot be used indiscriminately by individuals or small segments of the population – even when expense fees are paid; and that school facilities must be in complete daily readiness for their designated functions of educating school children.

The Undersigned has read and fully understands the rules and regulations governing the use of these facilities and agrees to abide by same and be responsible for any damage to school property due to such occupancy and to strictly observe the rules and regulations of the Board of School Trustees relative to the use of such facilities.

\_\_\_\_\_  
(Contact Person Signature)

\_\_\_\_\_  
(Date)