

FACILITY USE REQUEST
COWAN COMMUNITY SCHOOL CORPORATION
FAX: (765) 284-0315
www.cowan.k12.in.us

Cowan Jr/Sr High School, 9401 S. Nottingham, Muncie, IN 47302
Phone: (765) 289-7128, FAX: (765) 741-5954
Cowan Elementary School, 1000 W. Co. Rd. 600 S., Muncie, IN 47302
Phone: (765) 289-7129, FAX: (765) 741-5958

Please complete page one of this request form. Return the form to the appropriate building principal. Please submit this request at least two (2) weeks prior to your event. Allow a minimum of two (2) weeks for acceptance or rejection unless school board approval is required. The superintendent will determine if school board approval is required.

Name of organization: _____

Address: _____

Person responsible: _____ Phone No: _____

Facility Requested (be specific: building, room, etc): _____

Function/Intended Use: _____

Date and day of the week requested: _____

Opening of facility: _____ am/pm Closing of facility: _____ am/pm

Approximate number of people involved: _____

Cowan students: _____ Non-Cowan students: _____ Total: _____

Cowan adults: _____ Non-Cowan adults: _____ Total: _____

Rules: We hereby agree to abide by these rules and other established policies, rules and regulations of Cowan Schools. (See Guideline #7510A, "Use or Corporation Facilities")

- Users will assist with cleanup and any litter or mess caused by this activity.
- No intoxicating beverage or drugs on school property.
- No smoking in school buildings.
- Organization or person making this request is responsible for any property damage or loss of equipment.
- Parking regulations will be obeyed.
- School employees and board members will be permitted access to the facility at all times during use by outside organizations.
- User may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by the school board.

Please indicate necessary equipment needs: _____

No liability will be assumed by the Cowan Community School Corporation, any employee, officer or member of this corporation specifically as a consequence of permitting access to these facilities.

AGREED to and signed this _____ day of _____, 20____

Responsible Sponsor: _____

FOR OFFICIAL USE:

Building Principal:

Recommendation: Approve: _____ Reject: _____ Category# _____

Rationale for category determination: _____

Comments: _____

ESTIMATED Charges to Be Assessed

Facility Rental: _____/hr. = _____

Custodian @ \$20/Hr _____ hours. = _____

Cook @ \$16/HR _____ hours. = _____

Security

@ \$15/HR- School Groups _____/hr. = _____

@ \$25/HR- PTO/Boosters/etc . _____/hr. = _____

A/V Equipment or operator: _____/hr. = _____

Other: _____

Liability Insurance: _____

TOTAL CHARGES: _____

DEPOSIT REQUIRED: Yes _____ No _____ Amount: _____

Date: _____

Principal

Superintendent Approval is required for any non-school group or when any fee is being charged.

This request is hereby _____ approved _____ rejected.

This day of _____, 20_____

Superintendent

Any charges assessed are due to the Cowan Community School Corporation by_____. Please mail or hand deliver to the Corporation Treasurer.

Payment received: _____ Amount: _____

Remaining applicable fees will be billed following conclusion of event when exact fees are determined.

Copies:

- Head Building Custodian
- Maintenance Director
- Building Principals
- Corporation Treasurer (when fees are assessed)
- User

Attachment:

PROPERTY 7510A & B (Administrative Guidelines)