



# BUILDING RENTAL APPLICATION FORM

## GARY COMMUNITY SCHOOL CORPORATION

\_\_\_\_\_  
School  
Gary, Indiana

***\*Application and twenty-five percent (25%) deposit must be submitted at least 30 days prior to the scheduled rental.***

Today's Date: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

**Group A:** \_\_\_\_\_ **Group B:** \_\_\_\_\_ **Group C:** \_\_\_\_\_

*(Please Page 7 for Description)*

Location Requesting (Room/Area): \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hour Event Begins: \_\_\_\_\_ Hour Event Ends: \_\_\_\_\_

Access time to facility/room: \_\_\_\_\_

Purpose for rental: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The expected attendance: \_\_\_\_\_

The program will consist of: \_\_\_\_\_

Admission charge: \_\_\_\_\_

Proceeds will be used for the benefit of: \_\_\_\_\_

If this is an organization, please list the names, email addresses and contact phone number

_____	_____	( ) _____
_____	_____	( ) _____
_____	_____	( ) _____
_____	_____	( ) _____



**Check Room/Facility Requesting for use:**

<b>Basic Rental Fee:</b>	<b>Cost</b>
_____ Auditorium	\$ _____
_____ Small Theater	\$ _____
_____ Gymnasium	\$ _____
_____ Pool	\$ _____
_____ Cafeteria/Kitchen	\$ _____
_____ Surge Area	\$ _____
_____ Classroom	\$ _____
_____ Stadium	\$ _____
_____ Tennis Court	\$ _____
<b>Sub-Total Basic Rental Fee</b>	<b>\$ _____</b>
Security Personnel    50.00hr. per officer	\$ _____
Custodial Personnel    25.00hr. per custodian	\$ _____
<b>Sub-Total Manpower</b>	<b>\$ _____</b>
Special Equipment Needs	\$ _____
Rehearsal Cost	\$ _____
<b>Total Rental Cost</b>	<b>\$ _____</b>

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**PAYMENT TERMS**

**All payments must be made in the form of a money order, certified check or cashier's check and must be mailed or delivered to the Business Service Office at 900 Gerry Street, Gary, IN**

**Make check payable to Gary Community School Corporation**

A security deposit of twenty-five percent (25%) of the total rental cost **is due thirty (30) days prior to the event with the filing of this rental application.** This deposit will be retained with the Business Services Department and will be returned to the lease upon certification by the building principal that all conditions of the rental agreement have been satisfied.

Twenty-five percent (25%) of the rental cost is: \$ \_\_\_\_\_

The security deposit for this contract is due on \_\_\_\_\_, 20\_\_\_\_\_.

Payment of the total rental cost is due no later than **ten (10) days prior to the time the facility is to be used**, except in special situations approved by the Superintendent of Schools.

**The total rental cost for this contract is \$ \_\_\_\_\_ and is due in full on \_\_\_\_\_, 20\_\_\_\_\_.**



**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that if this application is made on behalf of another that the undersigned has been duly authorized to enter into this agreement on behalf of such other person(s) or organization, and I am submitting a notarized statement to that effect.

I certify that I have read and understand the general regulations governing the use of school facilities and further certify that I and those on whose behalf this application is made, agree to comply with the be bound by such regulations.

I certify that the activities to be conducted will be in accordance with local, state, and federal laws.  
I certify that the activities will not include or allow bringing of alcoholic beverages on to school property or the consuming of alcoholic beverages on school property.

The undersigned and those on whose behalf this application is made, further agree to indemnify, and hold harmless the Gary Community School Corporation, its Board of School Trustees, and employees from any and all liability from injury to persons and to damage to property arising in the course of the use of school facilities.

In addition to the above covenant to hold harmless, the undersigned for Groups B and C rentals shall provide at its expense a comprehensive general liability insurance policy in the amount of combined single limit of \$1,000,000 (property and bodily injury), insuring the Gary Community School Corporation as Owners and naming the owner as an additional named insured against loss, injury, or liability to third persons and insurance in the of \$100,000 for loss to the real property as a result of fire, storm, or other loss normally covered by a fire and extended coverage policy which the undersigned agrees to provide as its expense, with a clause insuring the owner of the real estate.

**Copies of said certificate of insurance must be presented no later than ten (10) days prior to the rental date to the Business Services Office. Failure to meet these requirements will be caused to void this agreement.**

\_\_\_\_\_  
Name of Applicant/Organization

\_\_\_\_\_  
Signature of Applicant

**Application Approved:**

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
GCSC Manager



## COVID-19 Protocol

As Gary Community School Corporation begins to allow outside groups to rent its building for events again, the corporation has the right to assess and reserves the right based on current conditions, postpone, cancel, or significantly reduce the number of attendees for gatherings.

Until further notice, renters will be required to follow all local/state regulatory agency policies and orders. They will be required to submit a plan/layout along with their application, on how they will allow for social distancing, ensure face coverings, and/or any other procedures required by local/state guidelines. At any time between the application and date of event, if the local/state requirements change, the renter must update their plan to align with the new guidelines.

Renter must include a plan to show compliance to local/state guidelines in regard to helping prevent the spread of COVID-19 and/or any infectious disease outbreak.

The plan must include implementation of the following:

- \*Social distancing
- \*Masks
- \*Managing occupancy



## General Rules/Guidelines

1. Requests to rent school facilities by non-school related groups shall be restricted to hours when schools are not in session (i.e.: evenings, weekends, and holidays).
2. The rental fee schedule applies to only the rental of the facility. All additional work hours or added personnel for a rental activity are to be additional charges beyond the basic rental fee.
3. The rental fee for the facility for rehearsal shall be twenty-five percent (25%) of the basic rental fee as listed on the appropriate schedule. Necessary added employees or work hours are to be in addition to that fee.
4. Whenever there are costs involved for extra custodial services for city-wide programs, the sponsoring group shall be responsible for paying those additional costs.
5. All rental fees are based on a minimum of three (3) hours. Additional time requested shall be in increments of thirty minutes, calculated on the basic rental fee.
6. With the rental of kitchen facilities, only school corporation personnel shall operate the equipment and all such personnel are to be paid only through the school corporation.
7. Ordinarily, an earnest payment by money order, certified check or cashier's check in an amount representing twenty-five (25%) of the total costs will be made with each application, at least thirty (30) days before the scheduled event. If there is sufficient cause to consider an application in less than thirty (30) days, exceptions may be made joint Principal and the Director of Elementary or Secondary Studies. The earnest money will be held on deposit in the Business Services Office . An application processing charge of \$25.00 will be assessed if the event is canceled less than fifteen (15) days before scheduled date.
8. All required rental fees must be on deposit in the school office at least ten (10) days before the school facilities are to be used, except in special situations approved by the Superintendent.
9. The school corporation must pay employees who perform work comparable in nature to their regular assignments. The school will forward a check to cover such payment to the cashier in the Business Services Office accompanied by Form R-2 (Section 2.4). The principal will provide payment for any other persons engaged by the principal to support a rental activity. The employees retained for the event should be paid their overtime rate.
10. If insurance is required, the certificate of insurance must be on file with the Business Services Office no later than ten (10) days prior to the rental date. If the certificate of insurance is not on deposit, the principal and the organization will be contacted for follow-up.
11. Requests for rental or use of school facilities not addresses in the following provisions should be forwarded to the Superintendent for evaluation and determination.



12. Any exceptions to the procedures stated above must have the specific approval of the Superintendent or designee.
13. Indiana Code 22-14-3-1, governs the inspection of schools that host amusement or entertainment events. The procedures and guidelines for such an inspection are in Section 8.5, Fire Safety Inspections.
14. Application for use or rental by groups or organizations included in Group B must be approved by the building Principal, Chief Financial Officer and the Superintendent.

Copies of the approved application will be disseminated by the Business Services Office to the appropriate departments and school.



## GROUP GUIDLINES GARY COMMUNITY SCHOOL CORPORATION

### GROUP A:

#### Direct School Related Activities

(GCSC staff and students, PTA Meetings, Alumni Associations Meetings) No Rental Fee/No Custodial Fee

### GROUP B:

(Groups such as Alumni Activities, PTA Activities, YWCA, Boys Scouts/Girl Scouts, Religious Group, Municipal/Government Agency)

Rental Facility Fee (Reduced)  
Custodial Fee  
Security Fee  
Liability Insurance Required  
Equipment

### GROUP C:

#### Non-School Related Groups

(Non-Profit Organizations, Political Organizations, Profit Organizations)

Rental Facility Fee  
Custodial Fee  
Security Fee  
Liability Insurance Required  
Equipment

### GROUP A

Requests relating to Group A will ordinarily be granted without charge. Only exception will involve inordinate costs to the school district because of unusual nature of the meeting or the activity.

### GROUP B

Groups or organizations in Group B may use school facilities for a minimum charge which covers such costs as extra custodial costs, extra security cost, minimum additional utility costs. The organization must obtain \$1000.00 in general liability insurance which covers damage to school property and to anyone attending the affair. Even though a group may be granted use of a facility with charge, a rental form must be completed and submitted through the appropriate channels.

Special situations, such as events sponsored by the NAACP, Model Cities and Northwest Symphony for which deposits and total fees are not paid prior to the event, will be referred to the Superintendent for approval.

### GROUP C

1. Non-school related groups or organizations utilizing school facilities for profit making activities. (Groups not included in Group A or Group B.)
2. Non-profit organizations requesting use of school district facilities to espouse the principles of the group or to advance the vested interest purpose of a group or of an individual. (Groups not included in Groups A or Group B.) Political groups are to be included in Group C.

The procedures for processing applications from groups or organizations included in Group C will be the same as the described procedures for Group B. **There is one exception. The requests for use of school facilities by organizations included in Group C MUST HAVE THE SPECIFIC APPROVAL OF THE SUPERINTENDENT.**



**GROUP B**  
**RENTAL FEE GUIDELINES**  
 Session Fees Are Based on 3 Hour Event

The following fees to:

	West Side	All Others	Career Center	Closed Property
<b><u>Rental Area</u></b>				
<b><u>Auditoriums</u></b>				
In Session	450	0	0	
Not in Session	540	0	0	
<b><u>Gymnasiums &amp; Locker Rooms</u></b>				
In Session	480	210	0	
Not in Session	607	262	0	
<b><u>Pools &amp; Locker Areas (2)</u></b>				
In Session	210	0	0	
Not in Session	330	0	0	
<b><u>Cafeteria &amp; Kitchen (3)</u></b>				
In Session				
With Kitchen	397	270	337	
Without Kitchen	232	105	172	
Kitchen Only	165	165	165	
Not in Session				
With Kitchen	502	330	420	
Without Kitchen	337	165	255	
Kitchen Only	165	165	165	
<b><u>Surge Areas</u></b>				
In Session	225	0	0	
Not in Session	315	0	0	
<b><u>Little Theater/Lecture Lab</u></b>				
In Session	180	0	0	
Not in Session	292	0	0	
<b><u>Recreation Areas</u></b>				
In Session	0	0	0	
Not in Session	0	0	0	
<b><u>Stadiums</u></b>				
In Session	562	0	0	
Not in Session	630	0	0	
<b><u>Clinic Areas</u></b>				
In Session	0	0	445	
Not in Session	0	0	637	
<b><u>General Classrooms</u></b>				
In Session	0	0	0	
Not in Session	37	37	37	
<b><u>Outdoor</u></b>				
Recreation Center				
Not in Session	0	0	0	





**GROUP C  
RENTAL FEE GUIDELINES**  
Session Fees Are Based on 3 Hour Event

The following fees to:

	West Side	All Others	Career Center	Closed Property
<b><u>Rental Area</u></b>				
<b><u>Auditoriums</u></b>				
In Session	1,800	0	0	
Not in Session	2,175	0	0	
<b><u>Gymnasiums &amp; Locker Rooms</u></b>				
In Session	2,175	720	0	
Not in Session	2,535	900	0	
<b><u>Pools &amp; Locker Areas (2)</u></b>				
In Session	810	0	0	
Not in Session	1,020	0	0	
<b><u>Cafeteria &amp; Kitchen (3)</u></b>				
In Session				
With Kitchen	1,455	945	1,455	
Without Kitchen	855	345	855	
Kitchen Only	600	600	600	
Not in Session				
With Kitchen	1,650	1,125	1,650	
Without Kitchen	1,050	525	1,050	
Kitchen Only	600	600	600	
<b><u>Surge Areas</u></b>				
In Session	585	0	0	
Not in Session	765	0	0	
<b><u>Little Theater/Lecture Lab</u></b>				
In Session	375	0	0	
Not in Session	585	0	0	
<b><u>Recreation Areas</u></b>				
In Session	0	0	0	
Not in Session	0	0	0	
<b><u>Stadiums</u></b>				
In Session	2,157	0	0	
Not in Session	2,400	0	0	
<b><u>Clinic Areas</u></b>				
In Session	0	0	1,200	
Not in Session	0	0	1,450	
<b><u>General Classrooms</u></b>				
In Session	0	0	0	
Not in Session	75	75	75	
<b><u>Outdoor</u></b>				
Recreation Center				
Not in Session	0	0	0	



## MANPOWER ALLOCATION DETAILS

### SECURITY PERSONNEL

*(Gary Community School Approved Security/Minimum Two Per Event)*

\_\_\_\_\_ at \_\_\_\_\_ hrs. ea. \_\_\_\_\_ hrs. X \$ \_\_\_\_\_ per hr. = \$ \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_ hrs. ea. \_\_\_\_\_ hrs. X \$ \_\_\_\_\_ per hr. = \$ \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_ hrs. ea. \_\_\_\_\_ hrs. X \$ \_\_\_\_\_ per hr. = \$ \_\_\_\_\_

### **Security Personnel Total**

(Enter on pg. 2) = \$ \_\_\_\_\_

### OTHER PERSONNEL

Custodians \_\_\_\_\_ ( \_\_\_\_\_ hr. total) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### **Other Personnel Total**

(Enter on pg. 2) = \$ \_\_\_\_\_

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