

# West Central School Corporation

117 E. Montgomery Street  
P.O. Box 578  
Francesville, IN 47946

“Encourage Every Student Every Day” \*Engage \*Empower \*Educate

Phone 219-567-9161  
Fax 219-567-9761

## West Central School Corporation Facility Usage Contract

Organization requesting building use: \_\_\_\_\_

Name of representative of organization: \_\_\_\_\_

Representative's address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Facilities requested (select all that apply):

Elementary Gym	Elementary Cafeteria	Pool
Middle School Gym	High School Cafeteria	Other _____
High School Gym	Above room with Kitchen Access	

What will occur as part of the event? \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Number of event participants: \_\_\_\_\_

Equipment required for event: \_\_\_\_\_

Starting time you will need access to the facility: \_\_\_\_\_

Ending time when you will be finished with the facility: \_\_\_\_\_

### Agreement:

1. Any organized group will be required to present a Certificate of Insurance identifying West Central School Corporation as the certificate holder.
2. Neither the West Central School Corporation, the School Board, nor the personnel of the school shall be held liable for any injuries to any person or persons contracting the use of the school facilities. The renter agrees to indemnify and hold harmless the West Central School Corporation except in cases of negligence on the part of the West Central School Corporation or its agents or employees.
3. I.C. 34-31-10-11 – 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.

4. Organizations agree its representatives will be present during the dates and hours of usage and will be responsible for damage to school facilities.
5. Any organization or its designated representatives agree that prompt and full payment for any damage to or loss of school property will be made immediately on notification by school officials.
6. Clean-up is the responsibility of the renter except sweeping. If a custodian has to clean up, additional hours will be charged to the renter.
7. Organizations must agree to abide by the rules and regulations of the pool.
8. No use of tobacco products, vaping products, or alcohol is permitted on school grounds.

Signature of Representative of Organization: \_\_\_\_\_ Date: \_\_\_\_\_  
*Upon completion and signature, submit to the District Athletic Director*

Signature of Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_  
*Upon verification of facility availability, send to the appropriate Building Principal*

Signature of Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
*Upon verification of facility availability, send to the Superintendent*

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
*Once the Superintendent has verified the organization and agrees to the facility usage, copies of the completed form will be sent to the following:*

*Representative of the Organization  
Building Principal (and secretaries)  
Athletic Director  
Director of Maintenance  
Technology Director  
Pool Director – If applicable  
Food Services Director – If applicable*

**Statement of Charges: To be completed by Central Office**

Rental Fee for Building or Pool:	\$ _____
Custodial Fee:	\$ _____
Other Equipment/Services:	\$ _____
Cooks (if applicable):	\$ _____
Supervision (Custodial or Lifeguard):	\$ _____
Total:	\$ _____

## **Building and Pool Rental Fees**

### Building Rental Hours/Fees (minimum of 2 hours)

\$15.00 per hour

### Equipment Fee

Please contact Central Office for specific equipment rental fees

### Custodian and Cook Fees (minimum of 2 hours)

Mon.-Fri.	\$13.00 per hour or 1.5 x the worker's hourly wage
Saturday	\$16.00 per hour or 1.5 x the worker's hourly wage
Sunday & Holidays	\$22.00 per hour or 2 x the worker's hourly wage
	** Plus the employer's share of FICA

### Pool Rental Fees (minimum of 2 hours)

1. The maximum number of any group will be 100 or less for pool rental
2. Lifeguards and Adult Supervisors will be provided by the school

\$15.00 per hour for groups up to 30, plus salary of supervisor and 1 guard

\$20.00/hour for groups up to 60, plus salary of supervisor and 3 guards.

\$25.00/hour for groups up to 90, plus salary of supervisor and 4 guards.

\$30.00/hour for groups up to 100, plus salary of supervisor and 5 guards.

\$35.00/hour for outside groups up to 30, plus salary of supervisor and 1 guard.

\$40.00/hour for outside groups up to 60, plus salary of supervisor and 3 guards.

\$45.00/hour for outside groups up to 90, plus salary of supervisor and 4 guards.

\$50.00/hour for outside groups up to 100, plus salary of supervisor and 5 guards.

### Pool Supervisor Fees (minimum of 2 hours)

Mon.-Fri. up to 4:00pm	\$14.00 per hour or 1.5 x the worker's hourly wage
Fri. after 4:00pm and Sat.	\$20.50 per hour or 1.5 x the worker's hourly wage
Sundays	\$27 per hour or 2 x the worker's hourly wage
Holidays	\$40 per hour or 3 x the worker's hourly wage
	** Plus the employer's share of FICA

### Pool Guard Fees (minimum of 2 hours)

Mon.-Fri. up to 4:00pm	\$9.00 per hour or 1.5 x the worker's hourly wage
Fri. after 4:00pm and Sat.	\$13.50 per hour or 1.5 x the worker's hourly wage
Sundays	\$18 per hour or 2 x the worker's hourly wage
Holidays	\$27 per hour or 3 x the worker's hourly wage
	** Plus the employer's share of FICA

*In compliance with the Fair Labor Standards Act (FLSA), the federal minimum wage and overtime law, employees working more than 40 hours per week will be compensated at 1.5 times their hourly rate or according to the guidelines to the left, whichever is greater.*

**Upon receipt of final billing, please make all checks payable to *West Central School Corporation* unless otherwise notified.**