

Metropolitan School District of Pike Township
Transportation & Facilities Center
3950 W. 56th Street
Indianapolis, IN 46254
(317)280-2400

Date of Application _____

Application For The Use of
MSD of Pike Township Buildings/Facilities
Please Complete Items 1,2,3,4, and 5 Only

* Prior to the event, the organizational representative will make payment for the rental by the MSD of Pike Township for custodial, food service, security, system personnel labor and all other related expenses.

1. The (Organization) _____ desires use of the
- Classrooms(s) - Number Needed _____ Gymnasium Kitchen Cafeteria Auditoria
- Multi-Purpose Room Other _____

Note: Limit multiple requests to no more than four (4) dates per application or add attachment

During the hours of _____ to _____ On the date(s) _____

Alternate dates _____

- at: PHS GCMS LMS NANC NASC CES CPES DRES ECES
- EES FCPA GCES SCES ADMIN TFC TRC PFC Other _____

Rental of space is for the following purpose: _____

- 1. Request for use of an athletic facility is to be referred to the Superintendent.**
- 2. Do you desire the use of district technology? Yes No (AV equipment, network access, computers, other). Any questions, please call the Information Services Department, 317-387-2593**
- 3. Do you desire Food Services? Yes No (Read item 11 on reverse side) 4. Security personnel? Yes No**

Building Administrators may require that you provide security under certain conditions. The Pike Police Department (317-387-2231) will contact you on specific arrangements and fees (\$35.00 per hour/per man or current rate).

5. I have read and agree to the administrative guidelines on the use of MSD of Pike Township Buildings/Facilities listed on the reverse side. I further agree that I will be responsible for payment of all rental fees charged, any damage to property as a result of use, and insurance requirements that provide the MSD of Pike Township as an additional insured on a primary and non-contributory basis.

6. Signature of Organization Representative _____ Date _____

Print Name and Address: _____

City/State/Zip: _____

Telephone Numbers (Home and Cell) _____

Approved Denied Building Administrator: _____ Date _____

Approved Denied Director of Food Services: _____ Date _____

Approved Denied Security Supervisor: _____ Date _____

Rates

\$ _____	Classroom(s)	\$30.00 per hour per classroom
\$ _____	Gymnasium	\$50.00 per hour (Non-Athletic)
\$ _____	Cafeteria	\$50.00 per hour
\$ _____	Auditeria	\$60.00 per hour
\$ _____	Meeting Room	\$50.00 Horizon Room, Phoenix Room, or Multi Purpose Room
\$ _____	Custodial	\$35.00 per hour after an eight (8) hour work day for a custodian and/or weekends.
\$ _____	Other	A reduced amount will be charged during the work day (\$15 per hour). Additional fees may apply for set up and cleaning, use of technology equipment, personnel, lighting, prepping area, supplies, etc.
\$ _____	Security	\$35.00/hr./man or current rate. Fees will be calculated by the Pike Police Department.
\$ _____	Kitchen	Fees will be calculated by Chartwell Food Services.

\$ _____ **Total Charge*** Checks are to be made out to the **MSD of Pike Township**. Additional charges may apply for any unforeseen cleanup and additional labor costs.

Approved Denied Director of School Facilities: _____ Date: _____

Submit ALL Copies To Pike Transportation & Facilities Center - Director of School Facilities

Revised: 06/9/2015

Administrative Guidelines on Use of MSD of Pike Township Buildings/Facilities

1. Applications for use of facilities must be made in triplicate at least 10 days in advance of the date requested.
2. Use of facilities by non-school groups will be limited to such times that they are not being used for school activities.
3. School authorities reserve the right to refuse the use of the building/facilities to any group or individual.
4. No school facility may be used without having a person designated by school authorities to be present, i.e. custodian, cafeteria personnel, MSD personnel.
5. The sponsoring organization shall name an individual who is to be responsible, and will supervise the event or activity. **It will be assumed that the person signing this application has been so designated.**
6. General items for using organization's supervision are as follows:
 - a. Turn off unnecessary lights.
 - b. Turn off water.
 - c. Keep persons wearing street shoes off gymnasium floors.
 - d. Provide tap boards if tap dancing is to occur.
 - e. Replace all disarranged furniture.
 - f. Close all windows and doors.
 - g. **Report any accident to Building Principal/Director of Facilities within 24 hours and complete MSD of Pike Township ACCIDENT REPORT FORM in detail.**
 - h. **NO TOBACCO PRODUCTS, USE/possession of alcoholic beverages on school property.**
7. Rental fees must be paid in advance with the application for facilities.
8. MSD of Pike Township reserves the option to waive rental fees. **Extra services will be billed to the organization at established rates, security, custodial, cafeteria, system personnel, use of technology, etc.**
9. All decorations must be approved by the Director of Facilities or his designees prior to installation.
10. Request for use of an athletic facility is to be referred to the Superintendent for an application and approval, (317-347-8624).
11. **The serving of any food items need to be provided and coordinated with the Chartwell Director of Dining Services (317-387-2663). Groups renting or have been given permission to use our facilities can no longer bring in a different caterer or food service group.**
12. **The Superintendent or his designee may waive any or all fees for not-for-profit organizations.**
13. An acceptable Certificate of Insurance shall be provided to MSD of Pike Township prior to use of any of the facilities of the MSD of Pike Township evidencing the types of coverage and minimum limits as set forth:

CERTIFICATE HOLDER:

MSD of Pike Township, Indianapolis, IN

A CERTIFICATE OF INSURANCE MUST BE SUBMITTED TO MSD of PIKE TOWNSHIP INDICATING COMPLIANCE WITH THE OUTLINED INSURANCE REQUIREMENTS. THE COMMERCIAL GENERAL LIABILITY POLICY MUST BE ENDORSED TO PROVIDE THE MSD of PIKE TOWNSHIP AS AN ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS.

1. THE GENERAL LIABILITY INSURANCE POLICY SHALL

TYPE OF INSURANCE COVERAGES REQUIRED: **GENERAL LIABILITY/OCCURRENCE FORM**

Commercial General Liability
Premises and Operations
Products and Completed Operations
Personal and Advertising Injury
Fire Damage

MINIMUM COVERAGE REQUIREMENTS*

General Aggregate	\$2,000,000
Occurrence	\$1,000,000
Aggregate	\$1,000,000
Aggregate	\$1,000,000
Any One Fire	\$ 100,000

AUTOMOBILE LIABILITY

Combined Single Limit
 > Any Auto
 > Hired Autos
 > Non-owned

\$1,000,000 Each Accident

WORKERS COMPENSATION **EMPLOYERS' LIABILITY**

Statutory	
Each Accident	\$ 500,000
Disease Per Policy	\$ 500,000
Disease Per Employee	\$ 500,000

INSURANCE CARRIERS:

MUST BE RATED "A" OR ABOVE IN THE A.M. BEST'S KEY RATING GUIDE. DEVIATION OR CHANGES* - ANY DIFFERENCE OR CHANGES TO THE REQUIRED POLICY COVERAGE AND ENDORSEMENTS ARE TO BE NOTED IN WRITING ON THE CERTIFICATE OF INSURANCE ADDENDUM.