

**COVINGTON COMMUNITY SCHOOL CORPORATION
APPLICATION FOR USE OF SCHOOL FACILITIES**

Form 603

Name of Organization _____ Name of Applicant _____ Date: _____

Applicant's Address _____ Applicant's Telephone _____

- Facility Requested: (check)
- Middle School Gym
 - Elementary Gym
 - High School MPR
 - High School Cafeteria & Serving Line
 - High School kitchen
 - High School Gym
 - Classroom - Which one? _____

- Furniture/Equipment Needed:
- Tables - number & size _____
 - Chairs - number _____
 - Sound system _____
 - Audio - Visual - type _____
 - Piano _____

Other - specify _____

Dates of Use	Doors/Open	Doors/Close	No. of Hours	Rental Charge

Description and/or Rationale for Activity. Include Form if Necessary

Name of Person in Charge: _____

Custodial Service Required? Yes No Cust. Assigned: _____ No. of Hrs. _____ Est. Charges \$ _____

Food Service Required? Yes No Est. Charges Food Service \$ _____

Other Charges (list) _____

Total Charges _____ Date Paid _____

The Organization and/or Applicant agrees to indemnify and hold harmless the Covington Community School Corporation for and from any and all judgments arising out of use of the property. The Board reserves the right to cancel any permission granted. The Applicant acknowledges that he has read the School Corporation's policy and regulations regarding the Use of School Property and agrees to abide by it. Any liability which may be involved shall be assumed by the rental organization, or individual. Rental organizations are to provide a certificate of liability insurance to the Superintendent's Office in the amount of \$100,000/300,000 bodily injury and \$100,000 property damage.

Approved By: _____ Date Approved: _____

Organization Representative: _____

Principal: _____ Date Approved: _____

Superintendent: _____ Date Approved: _____

Please Note: Send checks for rental facilities and personnel services to the Covington Community School Corporation, School Administration Office, P.O. Box 225, Covington, IN 47932.