

# Southeast Dubois County School Corporation

**Board Members:**

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Superintendent  
**Tracy Troesch**  
Business Manager  
**Sharon Welp**  
Deputy Treasurer

## APPLICATION FOR USE OF SCHOOL FACILITIES

Building \_\_\_\_\_ Date of Application \_\_\_\_\_

Name of Organization Applying \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date of Facility Use \_\_\_\_\_

Activity to be Conducted \_\_\_\_\_

If the activity and organization is non-school related, the applicant and organization agree to indemnify and hold harmless the Southeast Dubois County School Corporation for any and all damages arising out of the use of the property. The organization using any facility owned by the Southeast Dubois County School Corporation or in the care, custody and control of said Corporation, must add the Southeast Dubois County School Corporation to its General Liability coverage as an "ADDITIONAL INSURED" for the term of facility use. The minimum amount of liability insurance required is \$1,000,000 per occurrence, \$1,000,000 annual aggregate. The organization must also provide to the Southeast Dubois County School Corporation, in writing, documentation stating the organization's limits of liability for said period of time. For any activity conducted a school supervisor or other personnel approved by the principal must be present. The organizations or persons using the facility will pay for supervisory services at the rate determined by the School Board. Any damages or clean up will be the responsibility of the person/organization approved for use and also paid for. Replacement values will be used to calculate replacement.

All checks for facility rental, supervisory services and clean up are to be made payable to the Southeast Dubois County School Corporation. Charges are determined by the School Board and are attached.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official

\_\_\_\_\_  
Date