



Irvington Community Schools

Irvington Community Elementary School: 6705 E. Julian Avenue
Irvington Community Middle School: 6040 East Pleasant Run Parkway S. Drive
Irvington Preparatory Academy: 5751 University Avenue

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Applicant or Organization: _____

Address: _____

School Building and Room (s) Desired: _____

Proposed Use of Facility: _____

Event Date Requested: _____ From: _____ a.m./p.m. To: _____ a.m./p.m.

Total amount due (\$50.00/hour and \$100 refundable deposit are due prior to the event): _____

The Applicant and any other person or persons of any corporation or other organization on whose behalf this application is made agree that, as partial consideration for the use of the facilities, they will jointly and severally protect, indemnify, and hold harmless Irvington Community School, Inc., its board members, officers, agents and employees from every liability, claim, demand, right of actions, loss, cost, damage or expense (including attorney's fees) on account of any injury to or death of a person or persons including agents of the ICS Board of Directors or instance of damage to property which injury, death or damage arises out of or is in any way connected to the use of the facilities by the applicant.

The Applicant will provide proof of insurance coverage and will name the School as an additional insured on its policy at the School's request.

Use of School's ovens and warmers are prohibited. The School's freezers and/or refrigerators may be used for the temporary storage of items for the event.

The Applicant also agrees to return the facility to its original condition or face potential additional cleaning fees and/or loss of \$100 deposit. This includes, but is not limited to: wet and/or dry mopping/sweeping, trash removal, overfilling the School dumpster with trash, and returning desks, chairs, tables, etc. to their original location. The applicant must also ensure all exterior doors are shut and locked upon departure. Failure to comply could result in a fine assessed by the School and/or loss of future rental privileges.

The use of any potentially damaging equipment (such as fog machines, dry ice machines, high volume bubble makers, floor tape, Silly String) is prohibited. The use of any gas or charcoal grills on School property – inside or outside – is prohibited. Any false alarm fees incurred by ICS because of such use of equipment shall be paid, in their entirety, by the Applicant.

The Applicant must arrive at the rented facility within 15 minutes of the rental time stated above. **Failure to arrive on time will void the rental agreement and all fees will be refunded, except a non-refundable charge of \$50.00.**

The Applicant has examined the guidelines for the use of school facilities and agrees that the terms and conditions of these guidelines shall be binding on the Applicant.

Date: _____ Signature: _____

Printed Name, Phone #, and email address: _____