

**Earlham Community School Rental Application Form**

**Applicant:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Renting  
Organization:**\_\_\_\_\_

**Address:**\_\_\_\_\_

**Telephone (daytime):**\_\_\_\_\_

**Email:**\_\_\_\_\_

**Title of  
Presentation/Purpose:**\_\_\_\_\_

**Is the organization incorporated as a not-for-profit or non-profit? YES / NO**

**Is there an admission fee for this event? YES / NO**

**Do you know which classification that your organization fits into in accordance with Board Policy 1004.1R3 – Community Use Regulations and Fees? YES/NO**  
**If NO, contact the superintendent for classification determination.**

Day/Date of Use	Start Time	End Time

**Room(s)/Equipment  
requested:**\_\_\_\_\_

**PREPARATION DETAILS:** Description of facility and equipment provided is described in the accompanying contract. Please communicate in writing any special preparation details to the District Office at least four (4) weeks in advance to ensure the proper preparation is finished prior to your arrival and to allow for School Board approval.

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**PROVISIONS OF AGREEMENT:**

1. The facility as described in the accompanying Contract cannot be used for any purpose contrary to law or the public policy of Earlham Community Schools, or for any purpose deemed extra hazardous on account of fire or otherwise.
2. The Lessee/Applicant cannot assign or transfer this agreement to a third party.
3. The Lessee/Applicant is to surrender the facility as described in the Contract in as good state and condition as upon entry of possession. No alterations or additions in or to the facility shall be made, including but not limited to holes made or drilled in any part of the structure for any purpose whatsoever.
4. No extension of the rental period as described above will be allowed without a prior written agreement between Earlham Community Schools and the Lessee/Applicant.
5. Earlham Community Schools has the right to terminate this agreement without notice in the event of any violation of this agreement or the attached Contract, whether such violation is the result of acts of the Renting Organization or by persons invited to the facility by the Renting Organization.
6. Earlham Community Schools shall be in no way responsible for the loss, theft, or destruction of materials, equipment, etc., brought on to the premises by the Renting Organization.
7. The rental of this facility implies only the use of minimal equipment, and the use of equipment other than that detailed in the Contract must be specified in advance and may incur additional fees.
8. The Lessee/Applicant agree to furnish all personal liability insurance for the use period and releases Earlham Community Schools from any liability for damages resulting from the use period. Any damage to property belonging to Earlham Community Schools during the use period or as the result of any actions by the Renting Organization or by persons invited to the facility by the Renting Organization, shall be paid by the user on demand of the Earlham Community Schools. Further the Lessee/Applicant and the Renting Organization agree to abide by all building use regulations as stated in Board Policy 1004.1 and 1004.1R3.
9. Organizations submitting application for rental of district facilities that are considered Class D or E as stated in Board Policy 1004.1R3 must provide a roster/list of participants including names and addresses to determine rental fees.

\_\_\_\_\_  
Signature of Applicant/Date

\_\_\_\_\_  
Signature of Earlham CSD Personnel/Date

Basic Rental Fee: \_\_\_\_\_

Advance Deposit: \_\_\_\_\_