West Central School Corporation

1850 S. US 421
P.O. Box 578
Francesville, IN 47946

"Encourage Every Student Every Day" *Engage *Empower *Educate

Phone 219-567-9161
Fax 219-567-9761

West Central School Corporation Facility Usage Contract

Organization requesting building use: _____

Name of representative of organization: _____

Representative's address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Email: _____

Facilities requested (select all that apply):

- ☐ Elementary Gym
- ☐ Elementary Cafeteria
- ☐ Pool-Please use pool rental form
- ☐ Middle School Gym
- ☐ High School Cafeteria
- ☐ Other _____
- ☐ High School Gym
- ☐ Above room with Kitchen Access

What will occur as part of the event? _____

Date(s) of event: _____ Time of the event: _____ Number of event participants: _____

Door entrance number to be opened:_____ Time doors opened:_____

Equipment required for event: _____

Agreement:

1. Any organized group renting the facilities will be required to present proof of insurance and a list of participants to the Corporation Office upon request.

2. All applicable fees will be charged to the organization based on the schedule listed below.

3. Neither the West Central School Corporation, the School Board, nor the personnel of the school shall be held liable for any injuries to any person or persons contracting the use of the school facilities. The renter agrees to indemnify and hold harmless the West Central School Corporation except in cases of negligence on the part of the West Central School Corporation or its agents or employees.

4. I.C. 34-31-10-11 – Warning. Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you. You are assuming the risk of participating in this physical fitness activity.

5. Organizations agree its signatory representative will be present during the dates and hours of usage and will be responsible for damage to school property and facilities. Furthermore, designated representatives are responsibility for reporting damaged or lost of school property immediately to West Central Administration at 219-567-9161 or central_office@wcsc.k12.in.us.

6. Clean-up is the responsibility of the renter except sweeping. If a custodian has to clean up debris, rubbish, or other refuse afterward, additional hours will be charged to the renter.

7. Sunday events shall start no earlier than 1:00pm and end no later than 10:00pm.

8. Organizations must agree to abide by the rules and regulations of the pool and all other West Central rules including the prohibition of the possession of tobacco products, vaping products, and alcohol. Pool rules include the following:
   *No revealing swimwear-girls/women suits must cover stomachs, t-shirts may be worn
   *No running, profanity or horseplay
   *No food or drink in the pool area or hallway
   *Not all pool equipment is for public use-check signups for rental
   *One person on the diving board at a time and NO backflips
   *We are not responsible for items lost or stolen. Lockers are available upon request.
   *No videos or pictures without permission of Supervisor
   *Supervisors, Lifeguards, and Junior Lifeguards need to be treated with respect. They have the final say on rules.

Signature of Representative of Organization: ______________________________ Date:__________

Please fill out this form and submit it to the above address or email the form to central_office@wcsc.k12.in.us. Once we have it, a representative of West Central will contact you for further details.

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To Be Completed by Central Office Staff

Door access needed _________

Time doors need to be opened__________ Time doors need to be closed _________

Equipment needed ____

Other pertinent information ____

Upon completion and signature, submit to the District Athletic Director/Activities Director

Signature of Athletic Director: ____Date:___________
Upon verification of facility availability, send to the appropriate Building Principal or Director

Signature of Pool Director and/or Food Service Director if Requesting:_____________________Date:________
Upon verification of facility availability, send to the appropriate Building Principal

Signature of Building Principal: ____ Date: __________
Upon verification of facility availability, send to the Superintendent

Signature of Superintendent: ____ Date: __________
Once the Superintendent has verified the organization and agrees to the facility usage, copies of the completed form will be sent to the following:

Representative of the Organization
Building Principal (and secretaries)
Athletic Director
Director of Maintenance
Technology Director
Pool Director – If applicable
Food Services Director – If applicable

Facility Usage Fees (Subject to Change)-updated 9-10-25

Equipment Fees
Please contact Central Office for specific equipment rental fees.

Custodian and Cook Fees (minimum of 2 hours)

Mon.-Fri.	1.5 x the worker's hourly wage
Saturday	2 x the worker's hourly wage
Sunday & Holidays	2 x the worker's hourly wage
Holidays	3x the worker's hourly wage
	** Plus the employer's share of FICA & PRF

Pool Rental Fees (minimum of 2 hours)

1. The maximum number of any group will be 100 or less for pool rental
2. Lifeguards and Adult Supervisors will be provided by the school

Up to 30 people requires salary of supervisor and 1 lifeguard
Up to 60 people requires salary of supervisor and 3 lifeguards
Up to 90 people requires salary of supervisor and 4 lifeguards
Up to 100 people requires salary of supervisor and 5 lifeguards

Pool Lifeguard Fees (minimum of 2 hours)

Mon.-Fri. up to 4:00pm	1.5x the worker's hourly wage
Fri. after 4:00pm and Sat.	2x the worker's hourly wage
Sundays	2x the worker's hourly wage
Holidays	3x the worker's hourly wage
	** Plus the employer's share of FICA & PRF

Group Classifications

*Class 1: School Sponsored groups, West Central Youth League, fundraisers conducted by school sponsored groups, non-school sponsored groups within the school district promoting civic causes, participants of alumni organized activities, school groups sponsored by an outside organization (Alliance Junior Leaders, Student Council, etc.)

*Class 2: Non-School Sponsored groups within the school district functioning as a non-profit entity, church groups, alumni groups NOT WC affiliated

*Class 3: Non-school sponsored groups within the school district, but may function as a for-profit entity. Includes family events or non-school sponsored athletic teams such as AAU, travel teams, etc.

*Class 4: Renters from outside the school district and non-school sponsored athletic teams

Fee Schedule for Rental

Area to be Rented	Class 1	Class 2	Class 3	Class 4
Gymnasium (Main)	$0	$40/hour	$50/hour; $75/hour both	$100/hour for one; $175/hour for two; $250/hour for three
Gymnasium (Aux.)	$0	$40/hour	$50/hour; $75/hour both	$100/hour for one; $175/hour for two; $250/hour for three
Gymnasium (Elem.)	$0	$40/hour	$50/hour	$100/hour
Pool	$0 (Lifeguards still apply)	$40/hour (Lifeguards still apply)	$50/hour (Lifeguards still apply)	$100/hour (Lifeguards still apply)
Building by Room	$0	$20/hour	$30/hour	$75/hour
Cafeteria	$0	$20/hour	$30/hour	$75/hour
Kitchen	$0	$20/hour	$30/hour	$75/hour
Outside Field (any)	$0	$30/hour	$40/hour	$50/hour
Outside Field with Lights	$0 as needed	$50/hour	$60/hour	$75/hour

*The following items will be excluded from facilities rental requests: athletic equipment, press box, concession stand, fields will not be lined without expressed approval from athletic director
*Please note that the cost includes the time for the event, set-up, and tear down when staff members are present. The cost is determined by the hourly rate and all wage-related benefits approved by the Board of Education for the individual employee.
*The Superintendent may waive the attendance requirement for custodial, maintenance, or administrative staff for the usage of Class 1 and 2 groups based on available information.
*The renter under Class 4 shall make a deposit of 50% of the total estimated cost of personnel or a minimum of two (2) hours of all hourly personnel rate(s) for the activity. The deposit will be fully returned if cancellations are made within 48 hours of the activity. The group/organization cancelling without a 48-hour notice will be charged two (2) hours of the hourly rate for the personnel assigned to the function.

In compliance with the Fair Labor Standards Act (FLSA), the federal minimum wage and overtime law, employees working more than 40 hours per week will be compensated at 1.5 times their hourly rate or according to the guidelines presented above.

Statement of Charges: To be completed by Central Office

Rental Fee for Building or Pool: $_____

Custodial Fee: $_____

Other Equipment/Services: $_____

Cooks (if applicable): $_____

Supervision (Custodial or Lifeguard): $_____

Total: **$_____**

Upon receipt of final billing, please make all checks payable to West Central School Corporation unless otherwise notified.