



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. Renters must agree to abide by the rules and regulations of the pool and all West Central rules including:
  - \*No possession of tobacco products, vaping products, or alcohol.
  - \*No revealing swimwear- women/girls suits must cover stomachs, t-shirts may be worn over
  - \*No running, profanity, or horseplay
  - \*No food or drink in pool area or hallway
  - \*Not all equipment is for public use-check signs-some equipment may be rented
  - \*1 person on 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 Jr. Guards need to be treated with respect. They have 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](mailto: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**

Time doors need to be opened \_\_\_\_\_ Time doors need to be closed \_\_\_\_\_

Equipment needed \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Signature of Pool Director: \_\_\_\_\_ Date: \_\_\_\_\_

*Upon verification of facility and lifeguard availability, send to the 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*
- Food Services Manager – If applicable*

**Facility Usage Fees (Subject to Change)**

Pool Rental Fees (Minimum of two hours)

1. The maximum number of group for pool area will be 60 swimmers and 40 other non-swimming guests for a total of 100

2. Lifeguard and Supervisors will be provided by the school

Up to 30 swimmers for two hours-requires 1 supervisor and 2 lifeguards

Mon-Fri \$200.00

Fri after 4:00 and Saturday \$250.00

Sunday \$300.00

Up to 60 swimmers for two hours-requires 1 supervisor and 3 lifeguards

Mon-Fri \$350.00

Fri after 4:00 and Saturday \$400.00

Sunday \$450.00

Pool Equipment Rental

.50 per item or \$10 flat fee to use noodles, goggles, flippers, and other items You may bring your own toys to be used, WCSC is not responsible for your items or any breakage that occurs

**\*Food and Drinks are not allowed in pool area or hallway  
To serve food or snacks, you will need to rent the cafeteria**

Elementary Cafeteria or Gym Rental Fees for two hours-requires Custodian

Mon-Fri up to 4:00 pm \$75.00

Fri after 4:00 and Saturday \$90.00

Saturday \$105.00

*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 to the left, whichever is greater.*

**Statement of Charges: To be completed by Central Office**

Rental Fee for Pool & Guards:                   \$ \_\_\_\_\_

Cafeteria or Gym & Custodian:               \$ \_\_\_\_\_

Other Equipment/Services:                   \$ \_\_\_\_\_

**Total:**   \$ \_\_\_\_\_

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