



Thank you for your interest in renting our facilities. This process applies to ANY use of MSD of Washington Township facilities outside of normal school operations.

The "Application to Rent Facilities" must be received at least 30 days in advance of the requested facility use.

1. Contact the school or site administrator to determine availability of the facility. Schools do not approve facility rental.
2. Read and sign the attached MSD of Washington Township "Agreements" for using facilities with the application.
3. A "Permit to Use Facilities" or a denial of "Application of Facilities" will be issued within 14 days of receiving the "Application to Rent Facilities".
4. The "Permit to Use Facilities" will include a confirmed cost of renting the facility.
5. All cancellation requests must be directed to the Operations Division. Events cannot be canceled by contacting the school. A permit may be canceled any time prior to 14 days in advance of the event with no penalty. If the Operations Division receives a cancellation request within 14 days of the scheduled event, a 10% penalty will be applied.
7. Complete and submit the online "Application to Rent Facilities" to the MSD of Washington Township Operations Division. All required insurance documentation must be attached to the application.

INSURANCE— \$1,000,000 liability insurance coverage is required for all facility rental. Certificate of insurance must name MSD of Washington Township as an additional insured and guarantee notice to MSD of Washington Township if the policy is changed or canceled. A certificate of insurance must be submitted with the application.

FOOD- If food is part of the event contact the Supervisor of Child Nutrition at 317-205-3332 ext.77209 for additional information before you submit an application.

TECHNOLOGY - If technology (audio systems, computers, internet, microphones, etc.) is part of the event contact the Technology Division at 317-205-3332 ext. 77274 for additional information before you submit an application.

Facility Permit: Submission of a completed Application to Rent Facilities is required at least thirty (30) days before the first use and doesn't guarantee a Permit to Use Facilities will be issued.

A Permit to Use Facilities or notice that the request has been denied will be sent no later than fourteen (14) days after receiving the Application for Facility Use.

I understand that completing this application is not confirmation that I will be able to use the facilities requested.

I understand that all required documentation must be attached to the application.

I understand individual building staff members do not have authority to approve this application.

READ POLICIES, RULES AND REGULATIONS FOR THE RENTAL AND USE OF SCHOOL FACILITIES BEFORE SIGNING

We have read, fully understand and agree to abide by the Policies, Rules and Regulations governing the use of these facilities. We agree to be responsible for any damage to school property due to such occupancy and for the strict observance of the Rules and Regulations of the Board of School Trustees relative to the use of such facilities.

