# Application for Use of FTCSC Facility

## Director of Business and Operations

**6141 S. Franklin Road Indianapolis, IN 46259**

**317-862-2411 317-803-5094 Fax**

 **All information on this application must be completed and signed to be approved.**

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| Name of Organization  | **Billing Address of Organization**  | **Email Address** |
| **Name of Representative/Applicant** | **City, Zip** | **Phone Number(s)****(h)****(c)**  |
| **BUILDING REQUESTED:**  | **NO. OF PERSONS EXPECTED:** | **ORGANIZATION TYPE:****School Affiliated ⬜** **Not for Profit ⬜****For Profit ⬜** |
| **DESCRIPTION OF EVENT:** |
|  | Date of Event | Event Begin/Set-up Time | Event End/Tear-down Time |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| Special Instructions: |
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| Requested Facility: Please check appropriate box |
| **⬜ Elem Gym**  |  **$15.00/hr** | **⬜ MS/Kitley Gym** | **$20.00/hr** | **⬜ HS Auditorium** |  **$75.00/hr** | **⬜ HS Café** |  **$25.00/hr** |
| **⬜ Elem Café** |  **$15.00/hr** | **⬜Annex Café** |  **$20.00/hr** | **⬜ HS Gym** |  **$50.00/hr** | **⬜ FA Café** |  **$25.00/hr** |
| **⬜ Elem LGI Room** | **$10.00/hr** | **⬜MS/Kitley Café $20.00/hr** | **⬜ HS Aux Gym** |  **$35.00/hr** | **⬜ FA LGI Room** |  **$10.00/hr** |
| **⬜ Annex Gym** | **$20.00/hr** | **⬜Annex Classroom $10.00/hr** | **⬜ HS Stadium** |  **$200.00/day** | **⬜ FA Gym** |  **$35.00/hr** |
| **⬜ Annex Aux Gym** |  **$20.00/hr** | **⬜Annex Band Room $20.00/hr** | **⬜ HS LGI Room** |  **$10.00/hr** | **⬜ HS Track** |  **$200.00/day** |

Personnel CostsCost for Custodian is $40.00 per hour per custodian two (2) hour minimumCost for Security is $50.00 per hour per officer two (2) hour minimum and may be required for groups in excess of one hundred (100)**Cost for the Auditorium Director at Franklin Central High School (all events) is $35.00 per hour for the entire event*****Additional time with additional charges may be needed based on the condition of the facility after departure to return the facility to school readiness.*** |
| Equipment Rental Elementary & Middle School  **Sound $25.00/per use ⬜** LCD Projector 25.00/per use ⬜ **Computer Use 25.00/per use ⬜**  | High School  **Lighting $100.00/per use ⬜** **Sound 100.00/per use ­­­⬜** **LCD Projector 25.00/per use ⬜** **Computer Use 25.00/per use ⬜** |  **Estimated Total**Custodial $\_\_\_\_\_\_\_\_\_\_\_\_\_Security $\_\_\_\_\_\_\_\_\_\_\_\_\_**Rental $\_\_\_\_\_\_\_\_\_\_\_\_\_****Other $\_\_\_\_\_\_\_\_\_\_\_\_\_****Grand Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **The final charge may be more or less depending upon actual services used. School affiliated groups may have rental fee waived with proper permission.** |
| **I have read, understand and agree to abide by all PROCEDURES, RULES AND REGULATIONS AND INSURANCES REQUIRED, AS SPECIFIED.****I certify I am authorized to sign this application.** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature of Applicant Date**  |
| FOR OFFICE USE ONLY**Certificate of Insurance Received and on File Yes \_\_\_\_\_ No\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_****Approval of Building Principal Date Approval of Director of Operations Date** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Entered in FS Direct by Date** |

##### Revised December, 2017