

**VALPARAISO COMMUNITY SCHOOLS
REQUEST FOR USE OF SCHOOL FACILITIES**

School Desired: _____
 Date of Event: _____ Hours to be Opened: _____
 Hour Event Begins _____ Closing Time _____
 Organization Name: Valpo Soccer Club Inc.
 Purpose: Practice / Training / Game

Contracting Party Valpo Soccer Club Inc. Percentage of attendees who are residents
 Address of Applicant P.O. Box 602 of Center Township ___%
 City Valparaiso State IN Zip 46383
 Home _____ Business _____
 Name of Adult in Charge: _____

We () (will not) charge an admission fee. We expect an attendance of approximately _____ persons.

Check the facilities desired:

FACILITY	<u>ESTIMATED COST</u>	<u>ACTUAL COST</u>
Classrooms:		
Number of Classrooms Desired _____	_____	_____
Location-Room Numbers _____	_____	_____
___ Gymnasium/All Purpose	_____	_____
___ Cafeteria *(Copy to Food Service of Contract)	_____	_____
___ Kitchen *(Copy to Food Service of Contract)	_____	_____
___ Auditorium	_____	_____
___ Swimming Pool	_____	_____
___ Other Building Space	_____	_____
Specify space and location:	_____	_____
_____	_____	_____
<input checked="" type="checkbox"/> Play field	_____	_____
___ Custodial Fee	_____	_____
___ Lifeguard Cost (There must be one lifeguard for every 50 swimmers)	_____	_____
___ Audio/Visual - Technician	_____	_____
___ Audio/Visual - Student Helper	_____	_____
___ Other	_____	_____
Total	_____	_____

Additional requests or comments: _____

For Food Beverage Catering; please arrange for kitchen supervision and/or catering directly with the food service department.

It is understood that Valparaiso Community School Corporation activities have preference over outside activities in using the school buildings and this request is subject to cancellation if requested facility is needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there will not be use of tobacco or controlled substance on Valparaiso Community Schools property.

"The applicant hereby agrees to indemnify and hold harmless the Valparaiso Community School Corporation from any liability for damages to any person or property in or about the Valparaiso Community School Corporation premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

A certificate of insurance must be provided before the facility is used by any outside group. The minimum amount of insurance shall be \$25,000 property damage and \$1,000,000 public liability insurance to cover the full period of occupancy.

Applicant _____ Date _____

THIS SPACE FOR CORPORATION USE NOT APPLICANT

Category of User (See AG 7510B)

- 1. Class 1 _____
- 2. Class 2 _____
- 3. Class 3 _____

RENTAL \$ _____ OTHER FEES \$ _____

CERTIFICATE OF INSURANCE attached to each application _____

Signature of Principal whose facility is being rented (Class 1 & 2) Date

Superintendent's Signature (Class 3) Date

E.C: Principal
Service Center
Organization
Custodian