

UNION TOWNSHIP SCHOOL CORPORATION

599 WEST 300 NORTH, SUITE A

VALPARAISO, INDIANA 46385

APPLICATION MUST BE SUBMITTED 14 DAYS IN ADVANCE

Revised 01/2021

PERMIT FOR USE OF SCHOOL PROPERTY

Name of Organization

EventSupervisor

Purpose

SchoolAttendance ExpectedAdmission Charge

Proceeds Used For

Date (s)Building Open Fromto

Time Doors OpenedEntrance (s) Used

FACILITIES REQUESTED:

Auditorium	Cafeteria	Pool	Football Field
Field House	Kitchen	Locker Room	Restrooms
Library	Soccer Fields	Concessions	Other
Gym	Baseball/Softball		

EQUIPMENT REQUESTED:

Chairs	Lectern	Microphone/Audio	Scoreboard
Tables	Piano	Other	

READ REVERSE SIDE OF THE PERMIT WITH CARE BEFORE SIGNING THIS AGREEMENT:

We have read, fully understand and agree to abide by the rules, regulations, and restrictions 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 Union Twp. Board of School Trustees relative to the use of such facilities. The sponsoring organization agrees to save and hold harmless the Union Twp. School Corporation and agrees to assume responsibility for all liabilities arising incident to the use of school buildings or grounds. The sponsoring organization shall furnish the School Corporation a certificate of insurance showing that the organization has insurance covering the scheduled activity. The amount of insurance shall not be less than \$500,000/5,000,000 B.I. & \$100,000 P.D. or \$500,000 combined single limit liability.

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 inheret 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.

Name (Please Print)	Street
Signature	CityZip
Date of Application	TelephoneCellphone
Email	

FACILITY USE IS NOT PERMITTED WITHOUT SUPERINTENDENT APPROVAL.

Do Not Write In This Space

For Office Use Only

The above request does not interfere with the educational program of this school.

PrincipalDate

**FACILITY USAGE FEES:**  
Rental:  
Custodial:  
Additional Charges:  
Total Rental Fees:  
Deposit:

\_\_\_\_\_

Approved

\_\_\_\_\_

Denied

Superintendent

\_\_\_\_\_

Date

\_\_\_\_\_

FOR OFFICE USE ONLY

\_\_\_\_\_

Group Classification

\_\_\_\_\_

Insurance Certificate

\_\_\_\_\_

Payment Received

Routing	
Principal	Head Custodian
Auditorium Director	
Pool Director	Athletic Director
Field House Director	Food Service

Union Township School Corporation  
Buildings and Grounds Use

General Conditions

1. School buildings and grounds shall be made available to the public as governed by the statutes and rules of the School Board.
2. It is the philosophy of the School Board that emphasis should be placed on learning and fundamentals, rather than winning. Preference will be granted to rental groups who share this philosophy.
3. Regular school and related functions shall be given priority in the use of school facilities. Approval for use by non-school groups shall be made through the Building Principal's office. The building principal at each school shall schedule building use and charges. The form will then be sent to the Superintendent for approval.
4. Groups making use of school facilities under Class 2 shall have the majority of its participants or membership from within the Union Township School Corporation boundaries.
5. Requested use during summer vacation, holidays, or other vacation periods shall not conflict with building maintenance or cleaning. Building use will be dependent on the availability of staff for supervision.
6. Groups charging admission, dues or fees will be required to provide proof of non-profit status and insurance at the time of each application.
7. All use permits issued are subject to cancellation with or without due notice for any reason school officials may deem in the best interest of the School Corporation and/or community. If a properly qualified employee (s) cannot be scheduled for the activity, it will be necessary to cancel or reschedule the building use.
8. The custodian or supervisor on duty is not to open any school facilities until the listed supervisor for the sponsoring organization is on the premises. Fees for supervision or custodians will be charged from the time that the doors are open until clean up is completed.
9. The school reserves all concession rights, unless otherwise stipulated.
10. A completed building use request must be submitted 14 school days prior to the date of the requested use. Groups requesting the use of school facilities should realize that each individual school program has changing scheduling needs. School activities take precedence and therefore building use requests shall not be valid for a period of more than 25 school days unless approved by the superintendent.
11. The School Corporation shall approve all materials used on gymnasium floors. Appropriate shoes are required for athletic contests and games. Auditorium use will require hiring of technical staff. Pool use will require hiring life guards. Kitchen use will require hiring school kitchen personnel.
12. Residents of Union Township will be permitted use of the field house and weight room with the purchase of a Union Township Identification card as provided by Union Township School Corporation. Non-residents will be charged a fee of \$5 per use.
13. All Union Township School rules and regulations are to be followed.

Liability and Insurance Certificate

The sponsoring organization agrees to defend, indemnify and hold harmless the Union Township School Corporation for its sole acts of negligence and agrees to assume responsibility and liability from incidents occurring during the time the sponsoring organization occupies the school buildings and grounds. The sponsoring organization shall furnish the School Corporation a certificate of insurance prior to the date(s) requested for use showing the organization has insurance covering the scheduled activity naming the Union Township School Corporation as an additional insured. The amount of insurance shall not be less than \$500,000/5,000,000 bodily injury and \$100,000 property damage. Union Township School Corporation will not be responsible for loss of or stolen items.

Damage to Property

The sponsoring organization shall be fully responsible during the time of occupancy for damage to the property, loss of school property and property belonging to students or employees. In all cases where the building principal and/or the maintenance/custodial staff finds damage to the facility has occurred, they will contact the Superintendent with a recommendation regarding future use by the sponsoring organizations and/or restitution for damages.

Security and Parking

Parking is to be in approved lots and spaces only. When conditions require the presence of police, fire department, or parking attendants, UTSC will arrange for the necessary personnel. Payment for such services will be made to the School Corporation.

Fire Safety and Decorations

All state and local fire safety laws and regulations shall be observed. No signs, displays or other materials may be attached to the walls, window glass, wood trim, draperies, blinds, grounds, drives, etc., without written approval on the permit and consent of the building principal. All materials shall be removed from the building immediately at the completion of the event.

Smoking and Alcohol Restrictions

Smoking is prohibited on all Union Township School Corporation property and buildings. Alcoholic beverages and illegal drug use shall not be permitted on Union Township School Corporation property at any time. Violators will be prosecuted.

Employee Reimbursement

The cost to the sponsoring organization for any school employee assigned to work at a non-school function shall be the total cost of salaries, social security and public employee retirement, if applicable.

Additional Charges

Where deemed appropriate, the School Corporation reserves the right to charge additional monies for staff or direct expenses such as utilities.

Rental Classifications

**Class 1: Union Township School Corporation Groups**  
School Corporation groups and/or Corporation personnel groups defined as those providing co-curricular & extracurricular programs that are educational, recreational and/or cultural in nature will be granted first (1<sup>st</sup>) priority to available space and facilities.

**Fees for Class 1 Groups:** For occasional use during hours of operation or custodial duty hours there shall be no charge. Use occurring after normal hours and weekends may include charges for custodial staff.

**Class 2: Youth Serving Organizations**

This classification includes Union Township area organizations whose primary goal is the service of youth. Examples of these types of organizations include, but are not limited to: Scouting organizations, PTO, and township youth sports programs which are sponsored locally as a not-for-profit organization. Activities of Class 2 organizations held during the school week shall end at 9 pm for grades 7-12 and 8 pm for grades K-6.

**Fees for Class 2 Groups:** For occasional use during hours of operation or custodial duty hours there shall be no charge. Use occurring after normal hours and weekends will include charges for custodial staff and may include facility rental charges. Special fee agreements will be made with Union Township Baseball, Softball, Soccer, Swimming and Basketball. (\$7 per UT resident student)

For those years the superintendent believes improvements to the facility made by the club are considered to be mutually beneficial, the total fee can be reduced by the amount on qualifying receipts to a minimum of \$500 (UT Baseball, Softball, Soccer, and Basketball).

UT Swimming may reduce their fee by up to ten percent (10 %) with qualifying receipts. Improvements must be preapproved by the superintendent before they are initiated.

**Class 3: Community, Government, Educational, Religious and/or Private Non-Profits** Community, government, educational, religious and/or private non-profit organizations are defined as groups comprised of primarily Union Township area residents providing civic, educational, recreational or cultural activities.

**Fees for Class 3 Groups:** For occasional use during hours of operation or custodial duty hours there may be a rental charge and charges for custodians. Use occurring after normal hours and weekends will include charges for custodial staff and facility rental charges.

Special Charges

Labor charges for pool supervisors, lifeguards, kitchen staff and auditorium technical staff will be included where applicable. In special circumstances, a fee for utilities may be assessed. The Superintendent will determine this fee.

Non-Conforming Use

The Superintendent may authorize the use of school facilities and grounds by other governmental agencies and accredited educational institutions. The charge, if any, will be related to direct costs to the School Corporation. The Superintendent may waive time restrictions and custodial requirements for educational institutions.

Hourly Charges for Facility Rental (\$/Hr.)			
<u>Facility</u>	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>
<u>Gymnasiums</u>			
Simatovich	No Charge	\$15	\$50
Union Center	No Charge	\$15	\$50
<u>Field House</u>			
Full Use	No Charge	\$150	\$200
One Court	No Charge	\$20	\$75
<u>Auditorium</u>			
Wheeler High School	No Charge	\$75	\$175
<u>Café/Kitchen</u>			
Wheeler High School	No Charge	\$20	\$45
Simatovich	No Charge	\$15	\$30
Union Center	No Charge	\$15	\$30
<u>Swimming Pool</u>			
Wheeler High School	No Charge	\$50	\$100
<u>Football Field</u>			
Wheeler High School	No Charge	\$50	\$100
Wheeler High School w/lights	No Charge	\$75	\$125
<u>Soccer Field</u>			
Wheeler High School	No Charge	\$50	\$100
Wheeler High School w/lights	No Charge	\$75	\$125
Union Twp. Middle School	No Charge	\$25	\$50
Elementary	No Charge	\$20	\$40
<u>Baseball/Softball</u>			
Wheeler High School	No Charge	\$25	\$75
Elementary	No Charge	\$20	\$50
<u>Concession Stand</u>			
All Areas	No Charge	\$10*	\$20

\*Union Township Baseball, Softball, Soccer, Swimming, and Basketball may use with paid deposit of \$50

<b><u>Staff Charges</u></b>	
Position Title	Hourly Rate
Pool Supervisor	\$26.00
Lifeguard	\$10.00
Kitchen Supervisor	\$25.00
Sound Technician	\$10.00
Lighting Technician	\$10.00
Auditorium Supervisor	\$26.00
Custodian	\$26.00