

UNION TOWNSHIP SCHOOL CORPORATION
 599 WEST 300 NORTH, SUITE A
 VALPARAISO, INDIANA 46385
 APPLICATION MUST BE SUBMITTED 14 DAYS IN ADVANCE
 PERMIT FOR USE OF SCHOOL PROPERTY

Revised 10/2013

Name of Organization _____
 Event _____ Supervisor _____
 Purpose _____
 School _____ Attendance Expected _____ Admission Charge _____
 Proceeds Used For _____
 Date (s) _____ Building Open From _____ to _____
 Time Doors Opened _____ Entrance (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 inherent 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 _____ City _____ Zip _____
 Date of Application _____ Telephone _____ Cellphone _____

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. _____ Date _____
 Principal _____

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 (1st) 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)

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.)

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

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

Staff Charges	
Position Title	Hourly Rate
Pool Supervisor	\$18.00
Lifeguard	\$10.00
Kitchen Supervisor	\$15.00
Sound Technician	\$10.00
Lighting Technician	\$10.00
Auditorium Supervisor	\$20.00
Custodian	\$20.00

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

FACILITY USAGE FEES:

Rental: _____

Custodial: _____

Additional Charges: _____

Total Rental Fees: _____

Deposit: _____

_____ Approved _____ Denied

Superintendent _____ Date _____