

# Saint Joseph High School CONTRACT FOR RENTAL OF SCHOOL FACILITY

## APPROVED DAY AND TIME:

Contracting Party:  
City of South Bend

Friday, June 7, 2019  
5:00 PM to 11:00 PM

Representative: Kara Wood  
Address:  
Cell Phone 574-235-5799

**INSURANCE:** Contracting Party has liability  
coverage of \$2 million:

«INSURANCE YES»

**CARRIER:**

## **ESTIMATED TOTAL COST OF RENTAL**

Southwest/West Parking lot  
No Charge

## TERMS

The responsibility for the conduct of this group rests entirely with your organization and requires that an adult supervisor be on duty at all times. The supervisor is to be aware of all rules and regulations which apply to the building being used.

The undersigned applicant does hereby accept full responsibility for any and all damage to school property arising out of the use of school property as requested herein above and agrees to indemnify, have and hold harmless the said agents against any and all liability arising incident to the use and occupancy of said building hereunder. Applicant agrees to comply with all rules and regulations of the South Bend Saint Joseph High School with reference to use of school property as set forth in the Rules and Regulations concerning Use of School Property. Failure to meet the conduct requirements while on school property will terminate this agreement. Call this office for further information on rules and regulations or consult the custodian on duty.

Rentals are not scheduled during official school holidays; however, on those days when a school is closed for any reason, e.g., inclement weather, and a gym rental has been scheduled, the rental for that date is canceled. The canceled date may be rescheduled by calling the Saint Joseph High School Athletic Department; or, in those cases where payment has been made and the rental period goes unused, a refund will be tendered at the completion of the contract. Questions regarding the availability of schools for rentals in such cases should be directed to the Facilities Department, 233-6137 ext. 537.

The closing time listed above is the time for leaving the building. For example, if the rental time is 7 p.m. to 9 p.m., the group must be out of the building at 9 p.m. Failure to observe the established time limits will increase the rental costs.

Request for cancellation of this contract must be made at least 72 hours prior to the scheduled rental time or fee shall be forfeited.

**THE RENTAL COST IS FIGURED ON THE BASIS OF CURRENT RENTAL RATES.**

**APPLICANT: PLEASE MAKE CHECK PAYABLE TO SOUTH BEND Saint Joseph High School.**

**THE FULL AMOUNT OF RENTAL FEE REQUIRED TO BE PAID BY APPLICANT AND IS  
DUE NOT LESS THAN 72 HOURS BEFORE THE SCHEDULED TIME FOR SAID EVENT.**

**PAYMENT IS TO BE SENT TO Saint Joseph High School, BUDGET**

**DEPARTMENT, 453 N. Notre Dame Ave, SOUTH BEND, IN 46617. COST IS SUBJECT TO  
CHANGE WITHOUT PRIOR NOTICE.**

Dated at South Bend, Indiana, this 15th Day of May

Applicant Signature \_\_\_\_\_

Saint Joseph High School Signature 