

| Name of Organization |  |
| --- | --- |
| Individual Representing Applicant |  |
| Address  City  State  Zip |  |
| Phone |  |
| Description of Activity |  |
| Person in charge of Activity  Phone |  |

**Requested Dates of Use**

| From | To |
| --- | --- |
|  |  |

| **Days of Week Requested** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|  |  |  |  |  |  |  |
| Hours Requested | | | | | | |
|  |  |  |  |  |  |  |

**Type of Space Requested Facility Cost**

| Classroom |  |
| --- | --- |
| Gym |  |
| Auditorium with stage |  |
| Cafeteria |  |
| Media Center |  |
| Lobby and Corridors |  |
| Indoor/Outdoor Soccer Field |  |
| Other ( Parking Lot, School Grounds, Playground etc.) |  |

• **Facility Cost: Please see fee schedule –PER HOUR**

**Principal’s Approval:**

**CLF - Director of Operations:**

**Indemnity Agreement:**

Each party or person using the school/CLF facility described in this Application acknowledges and agrees that neither Chesapeake Lighthouse nor the Board of CLF or their agents and employees shall be responsible for any expenses, losses, damages, claims, lawsuits, or liabilities that are in any way caused by or result from the use of the school/County property authorized by the Permit. Additionally, each party or person using the school/County facility described in this application acknowledges and agrees that each such party or person is jointly and individually responsible for any and all expenses of, cost of defense, losses to, damages, or claims made against Chesapeake Lighthouse Foundation and/or the Board of CLF or their agents and employees that are in any way caused by or result from the use of the school/ CLF property under this permit.

**Charges for Community Use:**

Any event, individual, group, or organization will be charged for facilities usage according to the appropriate fee schedule printed in the “Community Use Guidebook."

**Payment of Fees:**

Fees are payable in advance. Check should be made payable to the Chesapeake Lighthouse Foundation.

Fees will be refunded if the activity is canceled. If adjustments in hours of usage are necessary, the Facilities Supervisor will invoice the group.

**Evidence of Insurance for Religious and Non-Profit Use:**

User groups must provide a certificate of general liability insurance in the following amounts: \*Groups/entities granted access through waiver/exception - $1,000,000

\*Non-profit and religious use - $500,000

**Special Note:**

The organization agrees to inform the Facilities Supervisor and the school, at least 72 hours in advance, of those occasions when it will not use the facility. It will also report the termination of any program ending prior to the final date requested.