



Thank you for your interest in Valley Christian Schools. We appreciate that your upcoming event is very important and would like to assist you as much as possible. Included in this package are the following items:

- Valley Christian Schools Rules and Regulations of Facilities Renting
- Valley Christian Schools Application for Use of Facilities
- Valley Christian Schools Facilities Rates and Charges
- Valley Christian Schools Rental Agreement

The following outline is essential to a smooth and efficient process. Please take a moment to become familiar with our guidelines.

- Read the Rules and Regulations of Use before filling out the application.
- Complete the Application for Use of Facilities. Please be specific when answering all questions.
- Mail your application to Valley Christian Schools, attention Todd Baldwin. Submit a \$300 security deposit, (refundable in its entirety unless clean up or repairs are necessary) and a non-refundable, one-time application processing fee of \$50, made out to Valley Christian Schools with your application.
- Ask your insurance company to issue a Certificate of Insurance, with Valley Christian Schools named as co-insured; you will be required to have \$1,000,000 in liability insurance. Fax or mail the Certificate of Insurance to Valley Christian Schools, attention Todd Baldwin.
- Upon receipt of your application, application fees and Certificate of Insurance, your event will be considered. You will be sent a prepared Rental Agreement to sign and return once your rental is approved and calendared. Arrangements to discuss specific needs for your rental will also be made at that time.

Should you have any questions or require additional information, please feel free to contact me at the number below.

In His Service,

Todd Baldwin  
Facilities Manager  
(408) 513-2436  
Email: [tbaldwin@vcs.net](mailto:tbaldwin@vcs.net)  
100 Skyway Drive  
San Jose, CA 95111

**VALLEY CHRISTIAN SCHOOLS  
APPLICATION FOR USE OF FACILITIES**

Date of application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of organization: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Person in charge of use: \_\_\_\_\_

Facilities desired:

\_\_\_\_ Conservatory

\_\_\_\_ High School Theatre

\_\_\_\_ Classroom(s) \_\_\_\_ # needed

\_\_\_\_ Main gym

\_\_\_\_ Auxiliary gym

\_\_\_\_ Locker Rooms \_\_\_\_ men \_\_\_\_ women

\_\_\_\_ Tennis Courts \_\_\_\_ # needed

\_\_\_\_ Football Stadium

\_\_\_\_ Field Space \_\_\_\_\_

\_\_\_\_ Other (Describe) \_\_\_\_\_

Weekly/Daily usage dates:

Dates: \_\_\_\_\_ to \_\_\_\_\_

Times: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Description of Activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of people using facility:

\_\_\_\_ Estimated adults      \_\_\_\_ Estimated children (17 and under)

Carrier of Insurance:

Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_

Dates of Coverage: \_\_\_\_\_ to \_\_\_\_\_

Amount of coverage: \_\_\_\_\_

In order to be considered for facility rental, you must provide Valley Christian Schools with a Certificate of Insurance naming Valley Christian Schools as co-insured. Liability insurance must be in the amount of \$1,000,000.

**VALLEY CHRISTIAN SCHOOLS**  
**RULES AND REGULATIONS OF FACILITIES RENTING**

1. Reservations must be made at least 3 weeks in advance. Reservations must be in writing, using the Application For Use Of Facilities provided by Valley Christian Schools. No phone reservations will be accepted.
2. Valley Christian Schools facilities are primarily for the use of the student body and their activities. At times, the school facilities will be made available for rental to groups in the community. However, these groups are to understand that changes in school schedules may cause previous arrangements for the use of the facility to be rescheduled or cancelled.
3. If the renter cancels, a 50% refund will be made provided cancellation is 10 days before the event.
4. Reservations may not be re-assigned or sub-let to any individual or group.
5. Consumption of alcoholic beverages, smoking, gambling, profanity, or unruly behavior is prohibited at Valley Christian Schools at all times.
6. Valley Christian Schools must approve decorations in advance. Decorations may be attached using blue masking tape only, and must be removed immediately after the event by the group renting the facility.
7. A \$300 security deposit is required to rent the facility. The security deposit may be reduced accordingly to cover expenses due to clean up or damage associated with use of the facility. Security Deposit, in its entirety or reduced amount will be reimbursed within 21 days. Recurring groups may make a one-time security deposit however, if Valley Christian Schools must use the deposit to repair or clean the facility, a replacement deposit is required for the next rental. The individual or organization granted use is responsible for reimbursing Valley Christian Schools for any and all damage to the property caused by such use.
8. You must be 21 years of age or older to rent Valley Christian Schools facilities.
9. The organization or individual is responsible for completing within the time specification on the application, the putting up and taking down of all tables, chairs, decorations, and any other preparations and clean up associated with the activity.
10. Use after the hours specified on the application will be billed at 150% of normal rate.
11. Standing reservation for regularly scheduled events may be confirmed for up to one year. A new application must be filed each year.
12. Valley Christian Schools does not allow outdoor shoes of any type on the gymnasium floors or on the dance floor unless they are protected by tarps.
13. Valley Christian Schools does not allow food or drink in the dance studio. Food may be served in the gym lobby but must be kept out of the gyms unless they are protected by tarps.
14. A Certificate of Insurance naming Valley Christian Schools, as co-insured for the rental date(s) must be on file with Valley Christian Schools. Liability insurance must be in the amount of \$1,000,000.
15. There is no loitering on the Valley Christian Schools campus. The renting groups or individuals are to ensure that students, participants and/or spectators are not loitering in other areas of the campus before, during or after the event. All traffic laws are in effect on Valley Christian Schools roads and parking lots.
16. Payment of rent is due one week prior to event.

**VALLEY CHRISTIAN SCHOOLS  
FACILITIES RATES AND CHARGES**

| FACILITY      | GROUP 1   | GROUP 2   | GROUP 3   |
|---------------|-----------|-----------|-----------|
| Classroom     | \$40 Hr.  | \$50 Hr.  | \$65 Hr.  |
| Main Gym      | \$70 Hr.  | \$90 Hr.  | \$105 Hr. |
| Aux. Gym      | \$45 Hr.  | \$55 Hr.  | \$70 Hr.  |
| Locker Room   | \$15 Hr.  | \$17 Hr.  | \$20 Hr.  |
| Field         | \$40 Hr.  | \$55 Hr.  | \$75 Hr.  |
| Tennis Courts | \$25 Hr.  | \$30 Hr.  | \$35 Hr.  |
| Stadium*      | \$115 Hr. | \$145 Hr. | \$175 Hr. |
| Amphitheater* | \$45 Hr.  | \$55 Hr.  | \$70 Hr.  |
| Band Rooms    | \$35 Hr.  | \$45 Hr.  | \$55 Hr.  |
| Weight Room   | \$35 Hr.  | \$55 Hr.  | \$80 Hr.  |
| Theater*      | \$115 Hr. | \$145 Hr. | \$175 Hr. |
| Conservatory* | \$115 Hr. | \$145 Hr. | \$175 Hr. |

**Theater Personnel –**

- Staff      \$40 per hour per staff member. Theater rental requires the presence of at least one staff member during event. \$55.00 per hour on Sundays.
- Student    \$20 per hour. Student help is at the discretion of Valley Christian Schools.

- Tables      \$1.50 per Table
- Chairs      \$1.50 per Chair

Custodial    \$35 per hour. Requirement of custodial presence is at the discretion of Valley Christian Schools.  
\$50 per hour on Sundays.

Kitchen is not available for use by outside groups

\*Three Hr. Minimum – Use of theater lights, electricity, and other amenities extra. Whatever the cost is to the school (not including depreciation costs) that is the charge. For example, if the cost to VCS is \$25 per hour to heat and light the facility, that is the charge to the renter. Valley Christian Schools Finance and Business Office determines the cost.

**CLASSIFICATION OF USE:**

- GROUP 1    -      Christian Churches or non-profit incorporated Christian organizations  
See the Rates Chart
  
- GROUP 2    -      Other community non-profit incorporated groups  
See the Rates Chart
  
- GROUP 3    -      Commercial or private groups  
See the Rates Chart



# RENTAL AGREEMENT

Name of organization: \_\_\_\_\_

You have been approved to use the \_\_\_\_\_ at Valley Christian Schools on \_\_\_\_\_.  
Please sign and return this agreement in order to reserve the above-mentioned facility at the indicated time.

This agreement incorporates the statements made in an Application for Use of Facilities  
\_\_\_\_\_.

I have read and agree to the Rules and Regulations of Facilities Renting pertaining to the rental of Valley Christian Schools' facilities. I understand that the Rules and Regulations of Facilities Renting may be changed without notice and that the use of the facility is subject to whatever rules and regulations may be in effect on the day of use of the facility. I further understand that my organization will be held financially responsible for any damage to facilities or equipment that occurs through our group's use of the facility.

I understand and on behalf of my organization agree to accept the risk of bodily injury and/or property damage which we may cause, incur or cause a third party to incur as a result of the use of Valley Christian Schools' property. We shall indemnify, defend and hold harmless Valley Christian Schools, its Boards, its employees and its agents from and against any and all claims, losses, suits or judgments arising from, or in connection with our use of Valley Christian Schools' property.

Any claim or dispute involving Valley Christian Schools arising from or related to our use of the Valley Christian Schools' property shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon any arbitration decision may be entered in any court otherwise having jurisdiction. Each party will bear their own costs and expenses of the arbitration and an equal share of the arbitrator's fees. Any arbitration shall be subject to the same statutes of limitations as would apply in the absence of an arbitration provision. WE IRREVOCABLY WAIVE OUR RIGHT TO A COURT OR JURY TRIAL.

This contract may be terminated by either party by personal delivery to the Chief Financial Officer, Chief Executive Officer or Renter.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person signing: \_\_\_\_\_

Title: \_\_\_\_\_

|                          |       | For Internal Use Only |       |
|--------------------------|-------|-----------------------|-------|
| VCS Authorized signature | _____ | Date:                 | _____ |
| Payment received         | _____ | Event calendared      | _____ |
| Deposit received         | _____ | Group classification  | _____ |
| Insurance received       | _____ | Application fee       | _____ |

**VALLEY CHRISTIAN SCHOOLS  
KEY ISSUE ACKNOWLEDGEMENT**

Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of organization: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Key #(s): \_\_\_\_\_

Issue date: \_\_\_\_\_

Date due: \_\_\_\_\_

Facilities contact: \_\_\_\_\_  
for event

Phone number: (\_\_\_\_\_) \_\_\_\_\_

Pager: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Valley Christian Schools Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of renter

\_\_\_\_\_  
Date

Copy given to renter: \_\_\_\_\_

Date key(s) returned: \_\_\_\_\_

\_\_\_\_\_  
Valley Christian Schools Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of renter

\_\_\_\_\_  
Date