

## School City of Hobart Student Club Activity Request

**This form must be completed and returned to the Administration at least two (2) weeks prior to the proposed event.**

Name of Club: \_\_\_\_\_

Name and title of person requesting activity: \_\_\_\_\_

Type of event:  Fundraiser  Solicitation/Sale  Drive  Social/Activity  Forum/Lecture/Workshop  Other

Supervisor Name	Supervisor Phone Number	Supervisor Email Address
Club Lead/President Name	Club Lead/President Phone Number	Club Lead/President Email Address
Other Officer Name and Title	Other Officer Phone Number	Other Officer Email Address
Event Name and Description		
Location of Event (if off campus: where & contact information)		
Space Needed for Event		
Equipment to be Used		
Date of Event		
Time of Event		

Will you be working with an internal or external organization?  Internal  External  N/A

Will you be contracting with an outside vendor for this event?  Yes\*  No

\*If yes, please attach a copy of your contract with this form and provide vendor contact information.

*In consideration of Participant being permitted to participate in the School City of Hobart Program(s) named above, I, Participant/Participant's Parent or Guardian, hereby release, discharge and covenant not to sue School City of Hobart, it's trustees, officers, agents and employees from all liability for any and all claims, damages, costs or causes of action I/we have or may in the future have as a result of injuries (including death) or manage to property sustained or incurred by Participant while in any way participating in the above Program(s). I UNDERSTAND THAT I AM RESPONSIBLE FOR: ANY DAMAGE TO THE FACILITIES OR EQUIPMENT, CLEAN UP OF THE FACILITIES USED AND FOR RETURNING ANY LOANED EQUIPMENT TO SCOH. **By signing this release, I certify that I have read the release and understand its terms.***

\_\_\_\_\_  
 President/Lead Person Signature                      Date                      Supervisor Signature                      Date

ADMINISTRATION USE ONLY	
Date Request Received: _____	_____ Approved <input type="checkbox"/> _____ Not Approved <input type="checkbox"/>
Administrator Signature: _____	