

Elk Rapids Schools Facility Use Application

Date of Application:

Event

Event Date(s): _____, _____, _____, _____, _____ Start Time: _____ End Time: _____

Purpose: _____

Event Set Up Date: _____ Set Up Time: _____

Location (school): _____ Rooms/Facilities used: _____

(If more space is needed attach another sheet with dates times and facilities used; along with any other needs or set-up)

Group/Organization (check one):

For-Profit ()

Non-Profit ()

School Class/Group/Team ()

Name of Organization/Group: _____ Phone: _____

Address: _____
Street city State zip code

Event Contact Person On Site: Name: _____ Phone: _____

Admission Charge: \$ _____ Estimated number of participants: _____ Estimated audience: _____

Will food or beverages be served:

Yes () No () **(If school food services are required, you must contact them to make arrangements: (231) 264-6077 ext 112)**

Catered: Yes () No () Potluck: Yes () No: () School Food Service: Yes () No ()

***(Note: Food can be served in the Cafeteria and hallways/lobbies. Do NOT allow food in the Auditorium or Media Center).**

Additional Needs

Chairs: # _____ @ \$ _____ each Tables: # _____ @ \$ _____ each Other: _____ # _____ @ \$ _____ each

For Office Use Only

Custodian \$ _____/hr X _____ hours = \$ _____

Technician \$ _____/hr X _____ hours = \$ _____

Student Tech \$ _____/hr X _____ hours = \$ _____

of Student Techs required: _____

Other \$ _____/hr X _____ hours = \$ _____

Use Fee: \$ _____ Total Hourly Fee: \$ _____

Areas used: _____

Equipment Fees: \$ _____ \$ _____ \$ _____

Equipment used: _____

Proof of Insurance Needed: Yes: _____ No _____ Received: Yes _____ No _____

Grand Total Due: \$ _____

Approved by Building Coordinator: _____ Date: _____

Approved by Elk Rapids Administrator: _____ Date: _____

☐ Not approved. Reason: _____

AGREEMENT

In return for services and use of Elk Rapids High School Facilities and equipment listed, the applicant agrees:

1. To pay all costs related to the Facility use.
2. To observe the Board of Education rules and regulations pertaining to the use of school facilities as listed above.
3. To remain jointly and severally responsible for any damage to property due to such use other than reasonable wear and tear.
4. To provide the Board of Education with a Certificate of Liability, upon request.
5. That all areas used must be cleared of personal property immediately after use.
6. The projected use is not discriminatory and does not discriminate against any person or group.

Board of Education Regulation: Organizations or groups who use the school facilities shall use a disclaimer statement similar to the one listed below in connection with facility use when announcing or advertising specific statement (disclaimer) will subject the individual, group, or organization to non-refundable \$100.00 per day for each day the facility is used.

ADMINISTRATIVE REGULATIONS

- A. Non-Profit and other Community Organizations shall be permitted to use school facilities for worthwhile purposes under conditions prescribed or permitted by law and when such use is not in conflict with regular school programs.
- B. Use fees shall be charged to all non-school organizations to cover utility and maintenance expenses. They are subject to annual review and adjustment by the Board of Education (the Superintendent, at their discretion, has the authority to waive some or all of the fees).
- C. School sponsored and affiliated organizations shall have precedence over any other group.
- D. Competent adult supervision shall be provided by the sponsoring organization requesting the use of the facility.
- E. When school facilities are used, a school employee (or employee) may be assigned to supervise the maintenance and operation of the facilities at a charge of the organization.
- F. The Organization using the building shall restore to its original condition any and all property, which is damaged or replace any property that was stolen or destroyed.
- G. Sunday and holiday use of school facilities must be approved by the Board of Education, or designee.
- H. An activity is subject to cancellation by the Board of Education at any time when, in the judgment of the Board, the cancellation serves the best interest of the school district:
 - a. When school is closed due to inclement weather or other emergencies, all evening activities shall be canceled.
 - b. Holder of Facility permits may cancel activities by giving the issuing office twenty-four (24) hours advance written notice. For Saturday and/or Sunday permits, forty-eight (48) advance written notice is required. Facility Permit holders will be held responsible for all charges unless such advance written cancellation notice is given.
- I. Certain restrictions shall be placed on the use of school facilities:
 - a. Drugs and alcohol beverages are prohibited on school premises.
 - b. Smoking is prohibited on school premises.
 - c. All forms of gambling are prohibited on school premises.
- J. All non-school organizations are required to furnish a Certificate of Liability Insurance before use of facility is approved.
- K. Upon request by an organization, the Board may schedule other than non-profit and community organization activities in school facilities. The rental shall be determined by the Board.
- L. An evaluation of all users of the facility shall be completed. Any damages or misuse of the facility shall be reported.
- M. No group or individual may change any of the existing facility's structure and/or electrical panels. If a problem arises, breakdown of equipment or need for any change must be approved in advance in writing.
- N. All decorations must be approved in advance of an activity.

Signature: _____ Date: _____

Name (Print): _____ Title: _____

Additional Needs for Auditorium Usage

This organization needs to use the following (please check all that apply):

- ☐ Stage:
 - ☐ in front of the main curtain (apron)
 - ☐ front half (middle curtain closed)
 - ☐ Full stage

- ☐ Sound System:
 - ☐ corded microphones (how many? ____)
 - ☐ wireless microphones
 - ☐ handheld/on stand (how many? ____)
 - ☐ face-worn (how many? ____)
 - ☐ clip-on (how many? ____)
 - ☐ laptop and/or bluetooth audio connection
 - ☐ stage monitor speakers
 - ☐ other audio needs: _____

- ☐ Lighting/Visual:
 - ☐ stage lighting:
 - ☐ one light scene
 - ☐ multiple lighting changes
 - ☐ spot lights (1 or 2: ____)
 - ☐ projector and screen
 - ☐ portable TV (55in on cart)

- ☐ Miscellaneous Stage Needs:
 - ☐ Speaker's lectern
 - ☐ Baby grand piano (on approval only)
 - ☐ Grand piano (on approval only)
 - ☐ Studio piano (electric grand upright)
 - ☐ Music stands (number: ____)
 - ☐ Chairs (number: ____)
 - ☐ Conductor's stand
 - ☐ Acoustical stage shells (additional fee)
 - ☐ Acoustical stage ceiling panels (additional fee)
 - ☐ Choral risers (additional fee)

- ☐ Back Stage Areas (and/or other rooms in the building):
 - ☐ Dressing rooms
 - ☐ Practice rooms
 - ☐ Band room (purpose: _____)
 - ☐ Other: _____ (purpose: _____)

- ☐ Additional needs: _____

