

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