

# Elk Rapids High School Facility Use Application

308 Meguzee Point Rd.  
Elk Rapids, MI 49629  
(231)264-8108

Application Date \_\_\_\_\_ Contact Name & Number \_\_\_\_\_

Event \_\_\_\_\_

Event Date \_\_\_\_\_ Purpose \_\_\_\_\_

Set Up Date \_\_\_\_\_ Set Up Time \_\_\_\_\_ Event Start Date \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Location: \_\_\_\_\_

(LMC - Library Media Center, Cafeteria, Gym, etc)

*If more space is needed, please attach a separate sheet with all information.*

Group/Organization \* Fees apply - Complete the "Facility Usage Fee" form on the reverse side.

Profit\* ( ) Non Profit ( ) School Affiliated ( ) Other:

Specify \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Name on site \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Estimated # of participants \_\_\_\_\_

Will Food or Beverages be served? Yes \_\_\_\_\_ No \_\_\_\_\_

**(Note: Food can be served in the cafeteria and hallways. Do NOT serve food in the LMC).**

If school food service is needed, please specify, and contact the **School Food Department at (231)264-6077**

Needs: \_\_\_\_\_

Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Tarps \_\_\_\_\_ Other \_\_\_\_\_

**APPLICANT:**  
I have read the contract agreement, and administrative regulations on the reverse side of this application, and I agree to abide by them.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**The event is confirmed and approved once the high school Principal has signed the application below.**

ERHS Principal - Mr. Young

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 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 obtain 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 personally property immediately after use
6. The 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 his 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
  - c. All forms of gambling are prohibited
- 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 ub 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 \_\_\_\_\_

## Elk Rapids High School Facility Usage Fees

All the charges will include an hourly rate for any time custodial, maintenance, food service, or other school employees are required. Charges may include additional time for clean-up after use by a group or organization. The hourly rate charged for employees' time may equal 1 ½ times the regular rate if the employees involved must extend their work week to more than 40 hours. All fees are for daily usage (unless otherwise noted).

### Non-Profit

(Check all that apply)

- Gym/Locker Room \$105.00
- Athletic Field/ Track \$ 32.00
- LMC \$ 20.00
- Band Room \$ 43.00
- Auditorium \$ 54.00
- Kitchen \$ 28.00
- Classrooms (per hour) \$ 13.00

### Non-school related/ for-profit groups or organizations

(Check all that apply)

- Gym/Locker Room \$185.00
- Athletic Field/ Track \$ 80.00
- LMC \$ 39.00
- Band Room \$105.00
- Auditorium \$210.00
- Kitchen \$ 54.00
- Classrooms (per hour) \$ 28.00

### For Office Use Only

- Custodian \$\_\_\_\_\_/hour Use Fee \$\_\_\_\_\_
- Light Tech \$\_\_\_\_\_/hour Equipment Fee \$\_\_\_\_\_
- Additional Needs \$\_\_\_\_\_/hour Proof of Insurance Needed Yes
- No

**ELK RAPIDS SCHOOLS**  
Received Yes  No

Where EXCELLENCE is a TRADITION!

Approved \_\_\_\_\_ Date \_\_\_\_\_