

# Lakeland Elementary Facility Use Application

616 Buckley St  
Elk Rapids, MI 49629  
(231)264-8289

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 attached.**

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

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

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 \_\_\_\_\_ Other \_\_\_\_\_

**APPLICANT:**

I have read the contract agreement, and administrative regulations attached to this application, and I agree to abide by them.

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

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

Lakeland Principal – Angela Nichols

Signature \_\_\_\_\_ Date \_\_\_\_\_

## AGREEMENT

In return for services and use of Lakeland Elementary 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 below.  
(More details available at <https://go.boarddocs.com/mi/elk/Board.nsf/Public?open&id=policies#> Go to 7000 Property)
3. To provide the Board of Education with a Certificate of Liability, upon request.
4. That all areas used will be cleared of personal property immediately after use.
5. That the projected use is not discriminatory and does not discriminate against any person or group.

## ADMINISTRATIVE/ BOARD 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. Authorization for use of school facilities shall not be considered as an endorsement of an activity, group or organization, or for the purposes they represent.
- C. The Organization/Applicant agree to save and hold harmless the Elk Rapids Schools and assume responsibility for all liabilities arising incident to the use of the facility.
- D. 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.
- E. School sponsored and affiliated organizations shall have precedence over any other group.
- F. Competent adult supervision shall be provided by the sponsoring organization requesting the use of the facility.
- G. The Organization agrees to limit use to approved areas.
- H. The District will not be responsible for any loss of valuables or personal property.
- I. The organization must take reasonable steps to ensure orderly behavior. The organization using the building shall restore it to its original condition. The organization is fully responsible for any and all property damage and must replace any property that was stolen or destroyed, including property of students and employees.
- J. When school facilities are used, a school employee may be assigned to supervise the maintenance and operation of the facilities at a charge to the organization
- K. 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) hours advance written notice is required. Facility Permit holders will be held responsible for all charges unless such advance written cancellation notice is given.
- L. Sunday and holiday use of school facilities must be approved by the Board of Education, or designee.
- M. 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.
- N. All decorations must be approved in advance of an activity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Lakeland Elementary

## 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 an employee's time may equal 1 1/2 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 \$25.00

LMC/ Multipurpose Room \$ 20.00

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

(Check all that apply)

Gym \$60.00

LMC/ Multipurpose Room \$50.00

Classrooms (per hour) \$ 15.00



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### For Office Use Only

Custodian \$ \_\_\_\_\_/hour Use Fee \$ \_\_\_\_\_ Light Tech \$ \_\_\_\_\_/hour Equipment Fee

\$ \_\_\_\_\_ Additional Needs \$ \_\_\_\_\_/hour Proof of Insurance Needed Yes  No

Received Yes  No

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