

**ELK RAPIDS SCHOOLS**  
**Facility Use Application**  
707 E. Third Street, Elk Rapids, MI 49629

Application Date: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Purpose: \_\_\_\_\_

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

Location (School) \_\_\_\_\_ Rooms/Facility 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:** Profit ( ) Non Profit ( ) School ( ) Other: Specify \_\_\_\_\_

Name of Orgaization/Group \_\_\_\_\_ Phone: \_\_\_\_\_

Event Contact Person On Site: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Other \_\_\_\_\_

Print \_\_\_\_\_

Admission Charge: \$ \_\_\_\_\_ Estimated Number of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_

Will Food or Beverages be Served: Yes \_\_\_\_\_ No \_\_\_\_\_ Catered: Yes \_\_\_\_\_ No \_\_\_\_\_ School Food Service: Yes \_\_\_\_\_ No \_\_\_\_\_

Pot Luck: Yes \_\_\_\_\_ No \_\_\_\_\_ **(If yes you must contact the School Food Service Department (231) 264-6077)**

**Special Needs**

Chairs # \_\_\_\_\_ Tables \_\_\_\_\_ Floor Tarps \_\_\_\_\_ Other \_\_\_\_\_

**Applicant:**

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**For Office Use Only**

Custodian \$ \_\_\_\_\_ hr Use Fee: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Areas Used: \_\_\_\_\_

Proof of Insurance Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Received: Yes \_\_\_\_\_ No \_\_\_\_\_

**Return to Carol Brokaw Support Service Office Manager for Billing: Phone: (231) 264-6987 Fax: (231) 264-0076**

Approved by Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Maintenance Department Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## AGREEMENT

In return for services and the use of Elk Rapids Schools facilities and equipment listed on the reverse side the applicant agrees

1. To pay all costs related to this Facility use.
2. To observe the Board of Education rules and regulations pertaining to the use of school facilities as listed above.
3. To be 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. That 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 fine of \$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 the regular school program.
- 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 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 use of the facility.
- E. When school facilities are used, a school employee (or employees) may be assigned to supervise the maintenance and operation of the facilities at a charge to the organization. (see attached, Responsibilities of Person(s) in charge)
- F. The organization using the building shall restore to original condition any and all property, which is damaged or replace any property destroyed or stolen.
- G. Sunday and holiday use of school facilities must be approved by the Board of Education, or designee. Elementary facilities shall be scheduled on Fridays only for school - related functions under exceptional circumstances.
- 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 interests of the school district.
  1. When school is closed due to inclement weather or other emergencies, all evening activities shall be cancelled.
  2. Holders of facility permits may cancel them by giving the issuing office twenty-four (24) hours advance written notice of the date to be canceled. 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.
- I. Certain restrictions shall be placed on the use of school facilities:
  1. Drugs and alcohol beverages are prohibited on school premises.
  2. Smoking is prohibited.
  3. 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 in school facilities. The rental charges shall be determined by the Board.
- L. An evaluation of all users of the facilities shall be completed. Any damages or misuse of the facilities shall be reported.
- M. No group or individuals may change any of the existing facilities structure, electrical panels. If there is a problem, breakdown of equipment or need for any change it must be approved in advance and in writing.
- N. All decorations must be approved in advance of an activity.