

HILLSDALE COMMUNITY SCHOOLS
30 S. Norwood Ave, Hillsdale, MI 49242

FACILITY USE FORM

EVENT _____

PURPOSE _____

DATE(S) OF EVENT _____ Time Open _____ Time Closed _____

If an extended period, state the beginning / end dates:

Day / Date From (time) To (time)

BUILDING _____ ROOM _____ Charging an admission fee of any kind: Y / N

ADULT IN CHARGE _____ DAY PHONE /
E-MAIL ADDRESS _____

ADDRESS _____

SPECIAL REQUESTS / SET UP INSTRUCTIONS _____

BILL TO: NAME _____ Estimated Rental Fee from page 3 _____

ADDRESS _____

DATE PAID _____ Actual Rental Fee _____

I HAVE READ THE RULES AND REGULATIONS ESTABLISHED BY HILLSDALE COMMUNITY SCHOOLS AND AGREE TO ABIDE BY THEM. I FURTHER AGREE TO PAY FOR ANY DAMAGES CAUSED BY EITHER MYSELF OR ANY MEMBER OF MY GROUP.

THE UNDERSIGNED DOES HEREBY WAIVE, RELEASE AND FOREVER DISCHARGE HILLSDALE COMMUNITY SCHOOLS AND ITS AGENTS AND EMPLOYEES FROM ANY AND ALL INJURY OR DAMAGES SUSTAINED BY THE PARTICIPANT OR HIS/HER PARENTS, LEGAL GUARDIAN, REPRESENTATIVES, HEIRS OR SUCCESSORS ARISING FROM OR OUT OF SAID PARTICIPATION.

APPLICANT _____ DATE _____

BUILDING ADMINISTRATOR _____ DATE _____

MAINTENANCE SUPERVISOR _____ DATE _____

Staff Member Assigned _____

RULES CONCERNING FACILITY USE:

1. Use of tobacco products on school property is prohibited.
2. Absolutely no alcoholic beverages or controlled substances shall be brought into, or consumed in the building, or on school grounds.
3. The district will not be responsible for any loss of valuables or personal property.
4. The facility shall be left in the condition in which it was found. Putting up decorations or moving furniture is prohibited unless prior approval has been secured.
5. Gambling if any kind is prohibited without authorization of the Board of Education.
6. Nothing shall be sold, given, exhibited, or displayed without written permission.
7. All persons using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. Student groups arriving at the building shall not be permitted to enter the building until an adult supervisor is present. Only those persons attending approved functions will be allowed in the building.
8. It is understood that all student projects and all student equipment will remain undisturbed during the course of any event. Further, it is agreed that all areas and equipment will be left in a condition comparable to that upon entering the facility.
9. The adult in charge of the approved function will be responsible for all damages that occur during use. If charges due to time extensions, damage, additional cleaning, etc. become necessary, a detailed statement will be sent to the person in charge of the activity. Such charges will be payable within 30 days from the date of the notice.
10. Equipment such as projectors, DVD players, monitors, and other electronic equipment may be used by local groups if prior permission has been granted. The group must provide all supplies which they use.
11. No activity shall be permitted in which open flames are used unless approved by the fire department and the Superintendent.
12. The right to revoke a facility use at any time is reserved by the Superintendent or his designee.
13. The custodial staff is expected to facilitate any custodial emergency encountered by the using groups during their normal working hours. If it is necessary for the custodial staff to render services to the group beyond their normal work hours, the group will be billed at the rate the custodian will be paid for their additional work.
14. Custodians are not authorized to provide school equipment to groups except as described and approved in writing in the facilities use form.
15. The use of the building facilities are granted on a specific area basis. This area would include lavatory facilities and drinking fountains closest to the assigned area. In the event individual members of the group do not stay in the restricted area, the person in charge of the facility has the authority to request action by the adult supervisor. If action is not taken, the using group may be asked to vacate the premises. The same authority applies to the area of gross misconduct on the part of the group or its individual members.
16. Persons or groups who fail to live up to the policies and regulations as established by the Board of Education and by the school administration, shall subject themselves to forfeiture of all privileges of future use of Hillsdale School District facilities.
17. Buildings will normally be open one-half (1/2) hour prior to the activity and for one (1) hour after it is scheduled to end, unless other arrangements are requested on the application and approved.
18. In the absence of any specifically assigned professional employee of the school district, school facilities shall be under direct control of the attending custodian and he/she is delegated the authority necessary to insure compliance with all rules and regulations.
19. Prior arrangements must be made if the person(s) renting the building would like a tour of the facility.

USE OF SCHOOL FACILITIES

Fee for use of District Facilities

1. The use of district property is subject to the following conditions:
 - A. Board Policy & Administrative Guidelines #7510 shall prevail.
 - B. Completion of this form is required.
 - C. The District reserves the right to relocate events when conflicts occur with school functions.
 - D. Costs for personnel are in addition to user fees.

These regulations supersede any previous rules, policies, or regulations either expressed or implied. All rental revenues shall accrue to the general operating fund of the district.

2. Per Diem Rates

A. High School Cafeteria	
i. When admission is charged in any form	\$100.00 / Day
ii. When admission is free	\$50.00 / Day
B. High School Gymnasium	
i. When admission is charged in any form	\$100.00 / Day
ii. When admission is free	\$50.00 / Day
C. Davis Middle School Auditorium	
i. When admission is charged in any form	\$200.00 / Day
ii. When admission is free	\$100.00 / Day
iii. Program rehearsal time	\$50.00 Per Rehearsal
D. Davis Middle School Gymnasium	
i. When admission is charged in any form	\$100.00 / Day
ii. When admission is free	\$50.00 / Day
E. Elementary School Cafeteria	
i. When admission is charged in any form	\$100.00 / Day
ii. When admission is free	\$50.00 / Day
E. Elementary School Gymnasium	
i. When admission is charged in any form	\$100.00 / Day
ii. When admission is free	\$50.00 / Day
F. School Kitchens	
i. Must have HCS food service staff present	\$50.00 \$35.00 / Hr.
G. Classrooms	\$50.00 Per Classroom
H. Custodial Cost	\$40.00 / Hr.
I. Other Specific Areas Not Identified	TBD by Superintendent

THIS SPACE IS FOR DISTRICT USE

This request has been approved and granted.

Rental \$ _____ Other Fees – estimated _____
 Custodial fees – estimated _____ Food service fees – estimated _____
 Total Rental Cost _____

All rental and other fees are payable in advance and checks are to be made payable to: Hillsdale Community Schools