

Chesaning Union Schools Building Use Form
 970 S. Line Street, Chesaning, MI 48616
 (Office Phone) 1-989-845-4632 (Fax) 1-989-845-5801

<p>Office use only Date: Time: Confirmed:</p>

Name of Responsible person	
Name of Organization/Activity	
Address	
Town/Zip	
Home Phone	
Work Phone	
Estimated attendance	

<p>I am requesting the use of the following buildings High School Middle School Elementary</p>	<p>I am requesting the use of: Gym Kitchen Auditorium Cafeteria Pool Athletic Field: Classroom(s): Specialty room:</p>
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Date requesting:

Jan	Apr	July	Oct
Feb	May	Aug	Nov
Mar	June	Sept	Dec

Time span of activity: _____ a.m. /p.m. to _____ a.m. /p.m.

Time building will need to be opened: _____ a.m. /p.m. to _____ a.m. /p.m.

<p>I am requesting the usage of the following equipment:</p> <p> <input type="checkbox"/> Projector/screen <input type="checkbox"/> Laptop computer <input type="checkbox"/> Microphone <input type="checkbox"/> Podium <input type="checkbox"/> Lights/sound <input type="checkbox"/> Tables <input type="checkbox"/> Risers <input type="checkbox"/> Chairs <input type="checkbox"/> Coat rack <input type="checkbox"/> Other _____ </p>
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Total approximate fees to be charged:

Facility/rental fee: _____ Supervisor fee: _____ Food Service fee: _____
 Custodial Wages: _____ Technician fee: _____ Lifeguard fee: _____
 Snow Removal: _____

Total Fee Charged: _____

Statement of Release of Liability

I, _____, representing _____ shall to the extent permitted by law, defend, indemnify, and hold harmless Chesaning Union Schools, its employees, and individual school board members, as well as the board as a whole, from all liability, claims, actions, damages, costs, and expenses, including reasonable attorney fees and costs, arising out of the use of the facility or omission of any person using facilities on Chesaning Union Schools premises for any activity.

Furthermore, by signing this form I acknowledge that I have read, understand, and agree to the terms as presented on this form.

Signature of responsible party: _____ Date: _____

Signature of authorizing party: _____ Date: _____

-----**Office use only**-----

Date Received:	Approved or Denied:
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Chesaning Union School Facilities Guidelines

I. General Rules:

- a. The school facilities and grounds are drug free environments. No alcoholic beverages or illegal substances are allowed on school grounds at any time.
- b. Renters should be responsible for all damages or loss of school property. The school may require a damage deposit prior to event.
- c. Renters may not merchandise on school property unless the facility use is sponsored by a school or community related group, and specifically approved in advance.
- d. Groups who are renting the facility and will be serving food for public consumption are responsible for securing the necessary license and certification from the Public Health Department as required by law. A copy should be forwarded to the Facility Reservation Office prior to use.
- e. A Chesaning Union Schools employee must be in the building during any facility use.
- f. No staples or screws can be used in risers or backdrops.
- g. Chesaning Union Schools shall be held harmless from any and all claims as a result of any facility use agreement.

II. Master calendar and scheduling:

- a. The master calendar will be the basis upon which the availability of a school facility is determined.
- b. Each building will have a master calendar or you may call the Facility Reservation Office at (989) 845-4632. The master calendar will be posted on the Chesaning Union Website, e-mailed to Administrators, Central Office, Technical and Maintenance Departments.
- c. School buildings and related facilities may be made available for community use when it is compatible with the program, vision, and mission of the school district.
- d. Cancellation may be ordered by the school authorities with due notice to the user whenever possible. In such case, any fee for facility use will be returned. All bookings are granted with this understanding.

III. District wide scheduling process:

- a. Internal Scheduling:
 - A. Elementary staff:
 1. Staff will schedule with their building administrator all activities and events for use of their building facilities that take place during and after the regular school day.
 2. Elementary Administrators should contact the Facility Reservation Office when requesting High School or Middle School facilities.
 - B. Middle School and High School staff:
 1. Middle School and High School staff should schedule daytime building events up till 4:00 p.m. with the building administrator. However, the building administrator will notify the Facility Reservation Office as soon as possible when scheduling events for the Auditorium, Classrooms, Commons Area, Fields, Gym, Kitchen, and Pool. Administrators may direct staff to directly contact the Facilities Reservation Office.
 2. All after school activities and use of the facilities are to be scheduled through the Facility Reservation Office.
- b. Outside Scheduling:
 - A. Elementary building use:
 1. Individuals/Groups will schedule all daytime and after school activities and events requiring the use of facilities with the building administrator.
 - A. Middle and High School buildings use:
 1. All daytime and after school building events and use of the building facilities must be scheduled with the Facility Reservation Office to check on availability and to place the event on the master calendar.

IV. License/Permit/Insurance

- a. A temporary license/permit is required and must be secured for kitchen use (This includes booster groups). See attached Use Policy.
- b. This license is issued through the MI Department of Public Health and a copy of the license must present to the Superintendent or his/her designee prior to use.
- c. All equipment belonging to the holder and being used in the school facilities must meet the state and city codes.
- d. Liability insurance may be required depending on the size and scope of the event. Proof of insurance must be submitted to our office no less than 10 business days prior to event.

V. Fee Schedule:

- a. School/Community related groups will have rental fees waived if they are a nonprofit or community service organizations whose function and/or funds are intended for the betterment of the schools and community which are fully non-discriminatory and non-partisan in nature. Examples of such groups: PTO, School Boosters, Scouts, and Service Clubs. This does not exclude school/community related groups from paying labor charges for custodial services, food services, lifeguards, and supervisors, when applicable.
- b. Non-profit groups must pay rental fees if they require facility usage outside of the normal operating hours. This means the school will do everything possible to schedule around their activity.
- c. Fee payment arrangements should be made clear and in advance to the renter by the Authorizing party.
- d. District reserves the right to request a down payment or payment in full ten days prior to the event.
- e. Groups wanting to use school facilities will follow the fee schedule listed below. Rental fee is based on a per session usage rate except for pool usage, which is an hourly rate. Fee schedule may be adjusted based on number of uses.

Facility	Rental Rate	Custodial	Other	Hourly Rate 2009-2010		
Classroom	\$15.00	A	D	Custodial	Saturday	Sunday
Gym/Elementary	\$15.00	A	D	17.07	25.60	34.14
Gym/HS/MS	\$25.00	A	D	Maintenance		
Kitchen	\$15.00/hour	A	B	21.90	32.85	43.80
Pool	\$75/hour*	A	C	Technician		
Auditorium	\$50.00	A	E	9.50	9.50	9.50
Cafeteria	\$25.00	A	D	Pool Supervisor		
Specialty Rooms	\$20.00**	A	D	16.00	16.00	16.00
				Senior Lifeguard		
				16.00	16.00	16.00
				Junior Lifeguard		
				14.00	14.00	14.00
If salting/plowing is required to hold an event, an additional charge of \$ 75.00 per hour will be billed to renter.						

* If group exceeds 40 people, a addition charge of \$14.00 per 20 people will be added per hour. Rental by an out of district person is \$ 85.00/hour.

** Fitness room, Computer lab, etc.

- A. Custodian per hour if not usually scheduled or extra time is required for set up and clean- up.
- B. Food Service employee must be present when school kitchens and equipment are used.
- C. Includes supervisor and one lifeguard.
- D. Qualified supervisor approved by school administration.
- E. Sound/light technician.
 - a. Cancellation of facility use must be reported to the Facility Reservation Office immediately.
 - b. Rental fees and labor charged will be determined according to the fee schedule.