

**CLARE PUBLIC SCHOOLS
FACILITY USE AGREEMENT**

Date of Application: _____ School Building/Room: _____

Request is hereby made by the undersigned for the use of the school premises listed above during the hours ranging from _____ AM to _____ PM on the following date(s): _____

** This range of hours should include the total time you are requesting to reserve the facility.*

Note: For a series of meetings during the current school year, please list all dates on an attached sheet.

Actual Start Time of Event: _____ AM Anticipated End Time of Event: _____ PM

Expected Attendance: _____ Number of Chairs: _____ Number of Tables: _____

Reason for Request: _____

Do you need audio-visual equipment: No _____ Yes _____ Type: _____

We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage sustained by the school premises, furniture, or equipment because of the occupancy of said premises by our organization. We agree to abide by and enforce the rules, regulations, and policies of Clare Public Schools.

Name of Organization: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ Email: _____

Representative/Agent: _____
(Name) (Title)

Rules, regulations, and rates are included with this form. Please read them carefully.

I understand the rules and regulations of using the facilities of Clare Public Schools. I also understand that it is the responsibility of my organization to provide Clare Public Schools with proof of liability insurance coverage.

All fees are due before use of facility and any additional costs will be billed thereafter. If you have any questions, please call Chrissy Gallihugh at 989-386-9561.

Fax completed forms to 989-386-1271 or email to cgallihugh@clare.k12.mi.us

Representative/Agent Signature: _____ Date: _____

When applicable, CPS Staff present during event:

CPS Staff Member Signature: _____ Date: _____

BELOW THIS LINE – FOR OFFICE USE ONLY

Facility Open: Yes _____ No _____

Facility Coordinator (C. Gallihugh/V. Dassay) _____ Administrator (S. Lubs) _____

Facility Charges: _____ # of hrs. x \$30/hr. = _____ Custodial Charges: _____ # of hrs. x \$30/hr. = _____

Brookwood Use Charge: _____ # of hrs. x \$40/hr. = _____ Other Charges: _____

Entered on Calendar: _____

Use of District Facilities

1. An application for use of school facilities shall be filed at least one week (7 days) in advance of the event at the Clare High School office.
2. The granting of a request for use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the application. It does not include any other time, or times for preparation or rehearsal unless specifically stated on the request.
3. The adult person and/or organization requesting use of the facilities shall be responsible for the actions of those using the facilities, damages resulting from the use of the facilities, fees as listed and reimbursement of wages, if any. Youth groups must have a responsible adult in attendance at all times.
4. The adult in charge of a youth group is responsible for notifying youngsters and their parents when a group activity is canceled. Cancellation of an activity over the school P.A. system on the day of the activity is not permitted under normal circumstance.
5. Responsible school personnel must be on duty at all times when buildings are in use. When personnel must be on duty at other than normal working hours, the using group will be charged at the overtime rate of pay for the personnel on duty.
6. During school vacations, buildings are not available for use by community groups unless special arrangements have been made.
7. On snow days all activities are normally canceled. Exceptions are sometimes made in case of school activities when main roads are passable and cancellation of the activity would create scheduling problems or other hardships. Exceptions may also be made for non-school groups if the sponsoring organization is willing to pay all additional costs and custodial services are available.
8. During the week the using groups must leave by 10:30 p.m. so the custodians can finish their work and close the buildings. Any group using facilities past 10:30 p.m. will be charged for custodial services per paragraph 5.
9. Using groups should provide their own help to change the set-up of rooms that are used for school purposes; rooms must then be re-set for school purposes when the group leaves. Failure to re-set the room and/or leave the room clean may mean immediate cancellation of further use by this group. A custodian will supervise room changes.
10. Use of alcoholic beverages is not permitted on school property. A group's privileges will be revoked if any use is discovered.
11. The use of tobacco products (smoking, smokeless, and including vaping) is prohibited in school buildings or on any school grounds at any time, regardless of age.
12. School facilities are available on a rental basis to commercial community groups. The use is in accordance with the fee schedule in paragraph 18.
13. School facilities and grounds are not normally available for private parties such as wedding receptions, anniversaries, or private family functions. The Board may approve resident use for such purposes if it can be shown no other facility in Clare is available, or suitable, for such a use. Use of facilities fees and other costs will be charged in such instances. Permission to use the facilities under this arrangement must be requested from the Board at least 45 days prior to the event.
14. Groups and organizations utilizing school facilities may be required to furnish proof of adequate liability insurance protection (with Clare Public Schools named as an "additional insurance") if the use of facilities involves unusual risk to participants or spectators.
15. The community education office must be notified as soon as possible if meetings or activities are canceled and there are no plans to use the school facilities as requested. If not notified, any charges will apply.
16. Priority for building use will be as follows:
 - a. Clare student activities. Students are individuals who are currently students within the K-12 system.
 - b. Non-profit Clare community groups with at least 50% of the group from the Clare school district. Must have the person responsible living within the Clare school district. Rosters may be requested.
 - c. Commercial and non-profit non-community groups.
17. Pets, unless properly identified as service animals, are not permitted on district grounds, including the outside facilities.
18. Use of facilities fee schedule:

Custodial Fee Charges – to be determined by Director of Operations at \$30.00 per hr. Any additional charges will be billed thereafter.
Brookwood Facility Use Fee - to be determined by Director of Operations at \$40.00 per hr. Any additional charges will be billed thereafter.

ACTIVITY:	During School Hrs 7:00 a.m. to 3:30 p.m. M-F School Days Only		After School Hours 3:31 p.m. to 11:00 p.m. M-F School Days Only		Non-Student/Staff days (weekends, holidays, summer)	
	<u>WITH</u> CPS Staff Member Present the Entire Event	<u>WITHOUT</u> CPS Staff Member Present the Entire Event	<u>WITH</u> CPS Staff Member Present the Entire Event	<u>WITHOUT</u> CPS Staff Member Present the Entire Event	<u>WITH</u> CPS Staff Member Present the Entire Event	<u>WITHOUT</u> CPS Staff Member Present the Entire Event
Student, School Sponsored Activity	No Charge for Facility	\$30 per hour	No Charge for Facility	\$30 per hour	No Charge for Facility	\$30 per hour
Non-Profit Community Group	No Charge for Facility	\$30 per hour	No Charge for Facility	\$30 per hour	No Charge for Facility	\$30 per hour
Non-Profit Non-Community Group	n/a	\$30 per hour	n/a	\$30 per hour	n/a	\$30 per hour
Commercial Group	n/a	\$30 per hour	n/a	\$30 per hour	n/a	\$30 per hour

*** The renting organization will be responsible for any additional costs incurred, including set up and clean up time before and after the event. Clare Public Schools will bill accordingly.**

**Facility Use Procedure
Clare Public Schools**

The following process will be followed when renting school facilities:

1. The renting organization will initiate the process by filling out a "Facility Use Agreement" at the High School office with Chrissy Gallihugh or Administration Office with Vivian Dassay (Facility Coordinators).
2. The Facility Coordinator determines availability of the facility and indicates this on the form - event is put on the calendar as tentative.
 - a. Facility Coordinator inputs technology help ticket (if applicable)
 - b. Facility Coordinator requests proof of insurance (if applicable)
3. The form is given to the Director of Operations for approval and to determine the cost of the facility use.
4. Once approved by the Director of Operations, the form is forwarded to the Administration Office if billing is required.
5. Administration Office will invoice the organization and the renting organization needs to pay the entire cost of the rental fee prior to facility usage.
6. After the fee is paid in full, the Administration Office will email the Director of Operations and Facility Coordinator confirming that the scheduled event can be changed from "tentative" to "paid."
7. After the event, the Director of Operations will inform the Administration Office of any additional costs incurred. The Administration Office will then bill the renting organization.