

KENTWOOD PUBLIC SCHOOLS / DISTRICT FACILITY SCHEDULING OFFICE
East Kentwood High School, 6230 Kalamazoo Avenue SE, Kentwood, Michigan 49508 (616) 698-6700, ext. 74644 Fax(616) 698-5047

FACILITY USE CONTRACT / INVOICE

This form must be submitted at least 2 weeks prior to event. No advertising or promotion is allowed until the application is approved by Kentwood Public Schools with all necessary signatures.

Today's date _____

Building requested _____

Room(s) requested _____

Event description _____

Date(s) of activity _____

Time: Open facility _____ Start activity _____ End activity _____ Close facility _____

Size of audience _____ Admission charge _____

Name of organization _____

Contact person _____ Email address _____

Street address _____ City/state/zip _____

Home phone _____ Business phone _____

Fax _____ *Signing below states that you have read the Terms and Conditions and agree to them.*

Signature of applicant _____ Printed applicant name _____

Please make deposit payment and final payment from this invoice. NO OTHER INVOICE WILL BE SENT.

(This section to be completed by Kentwood Public Schools):

Use: Class 1 _____ Class 1-A _____ Class 2 _____ Class 3 _____

SERVICE

Basic Rental Fee \$ _____

Custodial Fee \$ _____

Safety Staff Fee \$ _____

Event Manager Fee \$ _____

Other \$ _____

\$ _____

\$ _____

\$ _____

Deposit amount received \$ _____

Date received _____

SUBTOTAL \$ _____

Class 2 and Class 3 applicants: 30% deposit due \$ _____

TOTAL DUE : FINAL CHARGES LESS DEPOSIT AMOUNT \$ _____

INVOICE TERMS: NET 30 days from event date.

Please remit all payments to:

**Kentwood Public Schools
ATTN: Accounts Receivable
5820 Eastern Avenue SE
Kentwood, MI 49508**

APPROVAL SIGNATURES

Building Principal / Date

District Scheduling Office / Date

Director of Facilities and Operations / Date (class 3 only)

SET UP REQUIREMENTS

Terms and Conditions

These terms and conditions are hereby incorporated into, and made a part of this Contract.

1. General Procedures for Facility Use Application

- A. Application for use of any district facility shall be filed with the District Facility Scheduling Office at least (10) working days prior to the date for which the facility is requested. Upon approval, a copy of the signed application shall be returned to the applicant, thus denoting a rental agreement. Rental contracts are non-transferable.
- B. Rental deposits shall be payable, and proof of liability insurance provided upon approval of usage. Terms are Net 30 from rental date.

2. Groups Eligible for Facility Reservations

Assignment of facility reservation applicants to Classifications shall be made at the discretion of the Director of Operations.

Class 1: Any organized group directly connected with the Kentwood Public Schools including, but not limited to: athletic teams, music groups, Student Council, student class functions, community education, booster groups, Kentwood boy/girl scout troops and other school related groups.

Class 1-A: This class includes all of those groups named in Class 1. At such times as their events are generating income, these groups will be responsible for the payment of any extra custodial costs related to the event.

Class 2: Any organized non-profit group or organization within the Kentwood School District whose purpose is civic, cultural, fraternal, or religious in nature, including, but not limited to: civil defense, county extension, Kentwood Recreation Department, City of Kentwood, Lion's Club, Rotary Club, church youth groups, and other such groups.

Class 3: Any private and/or profit making group whose interests are limited exclusively to the membership of said group.

3. General Guidelines

- A. By Board of Education policy, food is not to be served in carpeted areas. The use of school kitchens or other food service areas requires the permission of the Director of Food Service. Cost for Food Service personnel will be the responsibility of the renters.
- B. Class 3 groups will be charged facility basic hour rates plus time for custodial, technical, and safety staff.
- C. All facility reservations shall be subject to the availability of custodial/technical service and date availability. Costs for custodial/technical service including overtime, shall be based on the current District Master Contracts with personnel. It is understood that vacation days during the school year will be primarily used for building maintenance. Groups will be discouraged from renting facilities during Christmas Break, Spring Break, and the month of July due to building maintenance.
- D. The District shall reserve the right to refuse any groups the use of school facilities, revise fee rates without notice (excluding those groups already under contract), and cancel or revise these provisions at its discretion. All items not specifically addressed in these guidelines shall be subject to the interpretation of the District.

4. Specific Guidelines and Restrictions Governing the Use of the School Facilities

- A. Sponsoring organizations shall provide competent adults to assume responsibility for control of the event/activity for which the facility is reserved. Arrangement for special requests or facilities shall be made at the time the rental contract is issued. Extra compensation shall be required to cover charges for supervision, transfer of equipment, setting up of special equipment, etc. Applicants shall be responsible for the costs of special supervision including event manager, security, and/or parking.
- B. Smoking and alcohol are prohibited on all Kentwood Public School grounds and in all buildings.
- C. Absolutely no open flame fires shall be permitted in any indoor school facility. Fires in outdoor facilities will be discouraged and only allowed with specific permission of the District and the Gaines Township Fire Department. Request for such approval shall be made at the time of application.
- D. Placing of materials on walls, floors, windows, or other parts of the building which may damage these surfaces is not allowed without prior clearance from the Director of Operations.
- E. Due to limits of the facilities' electrical outlets and power supplies, permission to bring in any electrical equipment must be secured from the Director of Operations at the time of application.
- F. All advertising, sales of merchandise, printed matter or other materials is prohibited on school premises without the approval of the District's representative.
- G. The Board of Education and its authorized representatives shall have full power and free access to the premises at all times.
- H. No facilities shall be rented past 10:00pm without special approval from the District's representative.
- I. Central Administration Offices are not available for rental unless specific administrative approval is given and an administrator is present.
- J. Renters shall assume liability for all damages which occur in or on Kentwood Public School property while renters are using the facilities and property.
- K. School facilities are not available to groups to hold religious services, partisan political meetings, or other meetings of a similar nature when school classes are in session unless authorized by the Director of Operations. Regular use by such groups shall be discouraged.
- L. Violation of these rules and regulations will prevent subsequent granting of the use of District facilities to violators.
- M. Reasons for cancellation of a Facility Use Contract include: inclement weather, snow days as called by the Assistant Superintendent for Business, National Weather Service Advisories, or conflicts with school events rescheduled due to circumstances beyond the District's control.
- N. The individual executing this contract hereby represents that he/she has the authority to execute this contract on behalf of the group or organization.
- O. The District makes no representation as to the condition of the school facilities or whether the facilities are suitable for the group or organization's needs.
- P. The group or organization agrees to indemnify and hold the District harmless, and release the District from any personal injury or property damage arising out of or in any way connected to the group or organization's use of the school facilities.