



KENTWOOD PUBLIC SCHOOLS

DISTRICT SCHEDULING/EVENTS OFFICE

East Kentwood High School
6230 Kalamazoo Avenue SE
Kentwood, Michigan 49508
616 698-6700, ext. 244
Fax 616 698-5047

EVENTS/FACILITY USE APPLICATION/CONTRACT

This form must be submitted at least 2 weeks prior to event. Facilities are not available during the month of July)
No advertising or promotion is allowed until the application is approved by Kentwood Public Schools with all necessary signatures)

TODAY'S DATE

PLEASE PRINT

BUILDING REQUESTED
AREA/ROOM REQUESTED

COMPLETE AND DETAILED EVENT DESCRIPTION FOR ALL ACTIVITIES WHICH WILL TAKE PLACE

DATE(S) OF ACTIVITY

DAY(s) _____

TIME: Open Facility
End Activity

Start Activity
Close Facility

SIZE OF AUDIENCE _____ **ADMISSION CHARGE** _____

NAME OF ORGANIZATION

CONTACT PERSON

HOME PHONE _____

FAX _____

E MAIL ADDRESS _____

STREET ADDRESS _____ **CITY/STATE/ZIP** _____

Kentwood MI _____

BUSINESS PHONE _____

SIGNATURE OF APPLICANT _____

According to Board Regulations, Class 2 and Class 3 Applicants must submit a 30% deposit and proof of liability insurance.

SPECIAL EQUIPMENT NEEDS

GENERAL ITEMS

- ___ Podium/microphone
- ___ Coat Racks
- ___ Tables:6',8',12'
- ___ Overhead Projector
- ___ VCR w/Monitor

AUDITORIUM

- ___ Light Board
- ___ Followspot
- ___ Sound Board
- ___ Risers
- ___ Piano
- ___ Extra Chairs
- ___ Ticket Booth

FIELDHOUSE/POOL

- ___ Public Address System
- ___ Scoreboard/Timer
- ___ Bleachers

OTHER (Please List)

If catering is required, you must contact the District Food Service Office, 455-3166

TO BE COMPLETED BY KENTWOOD PUBLIC SCHOOLS

All rate charges are on an per hour basis

USE: CLASS 1 _____ CLASS 1-A _____ CLASS 2 _____ CLASS 3 _____

SERVICE SCHEDULE **ESTIMATED COST** **ACTUAL CHARGE AFTER EVENT**

Basic Rental Fee	_____	_____
Auditorium Technician	_____	_____
Student Assistant (s)	_____	_____
Security	_____	_____
Event Manager	_____	_____
Custodian (s)	_____	_____
Other(List)	_____	_____
	_____	_____
	_____	_____

TOTAL ESTIMATED COST _____ _____

DATE DEPOSIT RECEIVED _____ **AMOUNT RECEIVED** _____

Class 2 and Class 3 Applicants 30% deposit due \$ _____

TOTAL DUE: **FINAL CHARGES MINUS DEPOSIT AMOUNT** \$ _____

APPROVAL SIGNATURES

CLASS 1 or CLASS 1-A

(Building Principal) (Date) (District Scheduling Office) (Date)

CLASS 2

(Building Principal) (Date) (District Scheduling Office) (Date)

CLASS 3

(Building Principal) (Date) (Ass't. Superintendent For Business)(Date)

(District Scheduling Office) (Date)

COMMENTS:

Terms and Conditions

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

Use of District Facilities

The Kentwood Public Schools wishes to consistently maintain policies that encourage the use of facilities under its control by groups and organizations that have as their objective the development of personal character and the civic welfare of the Kentwood Public Schools. Buildings and facilities should be available to the Kentwood community as much as statutes and instructional program will permit.

Eligible Organizations

1. **Class 1:** School sponsored activities and organizations shall always take precedence in the scheduling of district facilities.
2. **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 their event.
3. **Class 2:** School facilities shall be available to the community for civic and educational purposes when such purposes do not interfere with school sponsored activities.
 - i. Religious – Community religious groups shall be permitted the use of multi-purpose room facilities, i.e. gymnasiums, not classrooms, for worship in accordance with regulations.
 - ii. Kentwood Recreation – Recreation use is regulated according to the regulations.
4. **Class 3:** School facilities shall be available for use by private/profit organizations when such applications are approved by the Assistant Superintendent for Business.

KG-R Use of District Facilities

Specific Guidelines

1. All parties interested in using district facilities must submit the use of facility form to the building principal or designee.
2. The building principal or designee will check events, dates and facilities requested for conflicts, appropriateness of events and ability of school staff to meet the needs of the events.
3. The completed contract will be sent to the organization seeking facility use for their confirming signature. The completed form should then be returned to the building principal or designee for final processing. At that time, the organization seeking use should include a set up diagram for all activities for use by the school custodians, security and technical crew.
4. The date will be entered on the District Event Management System.
5. On the day following the event, all necessary charges will be determined and completed on the Facility Use form. The form will then be sent to the District Business Office for billing.
6. Those parties who do not pay their billing in a timely manner will be prevented from further usage of district facilities.
7. Under no circumstances will organizations for Class I, Class II, or Class III be allowed to sub-lease the facilities of Kentwood Public Schools.

Special Conditions

1. Community, civic, and non-profit groups shall be responsible for those charges accrued due to additional time needed for school employees for supervision, cleanup, security and locking of facilities.
2. All groups shall agree to accept liability for damages.
3. Any non-school group must submit an insurance rider which documents liability coverage for injury.
4. Class II and Class III groups using the school premises during evening hours should plan to complete their activities and clear the premises by 10:00 PM with the exception of the Kentwood Ice Arena or with approval from the building principal.
5. School equipment may be made available with the approval of the building principal. All operators of special equipment must be approved by the building principal as well as arrangements for securing such equipment. All charges for said equipment shall be in accordance with district rental policies. All damages for said equipment shall be paid by the renter.
6. in order to achieve efficient management of some events, the attendance of a district event manager may be required.
7. Specific rate categories may be determined for community profit, community non-profit and the Kentwood Recreation Department.
8. Smoking and the use of alcohol are prohibited on school premises.
9. Candles and other fire hazards are prohibited.
10. School facilities are closed from June 30-August 1 to allow for annual cleaning.
11. Outside groups may not confirm a date until June 30 of the previous year.
12. Class II and Class III groups must have a Kentwood school custodian present when any Kentwood school facility is used.
13. Charges for Kentwood facilities are determined on a per room basis.
14. Equipment usage is based on availability and a per item cost.
15. Any special set ups for an event scheduled in a Kentwood school facility must be submitted to the building principal or designee at least two weeks in advance.
16. The use of Kentwood School facilities may be cancelled due to inclement weather subject to School District Policy.
17. Any questions pertaining to the rental of Kentwood facilities may be directed to the building principal or designee.
18. Replacement or repair changes will be added to the original bill in the event damage occurs.
19. Kentwood Public Schools will accept no responsibility for lost or stolen items.
20. Facilities should be vacated within (15) minutes from the scheduled ending time to avoid additional billing.
21. Facility users are solely responsible for the conduct and behavior of their groups.
22. All concession rights are granted solely by the Kentwood Board of Education or the Board designee.
23. Parking for events must be limited to designated areas only.
24. Cafeteria kitchens shall be rented only under the personal direction of a regularly employed cafeteria staff member. The decision as to whether additional cafeteria staff is necessary will be made by the Food Service Director; the cost incurred will be charged to the renting group. Cost for cooks' overtime service shall be established by current wage rates in accordance with the Master contract of the school district.
25. Under no circumstances is parking allowed in the designated "no parking" zones, sidewalks, etc.

Kentwood Fine Arts Auditorium

1. Replacement or repair charges will be charged to the original bill in the event damage occurs.
2. No food or beverages are allowed in the auditorium. Food/beverages in surrounding halls may be permitted with approval from building principal or designee.
3. No candles or any type of open flame are allowed.
4. Any selling of concessions must be approved through the building principal or designee.
5. Any stage decorations or activity out of the ordinary (i.e. fountain decorations, confetti, etc.) must be approved through the building principal or designee.
6. Any extraordinary equipment requests must be submitted with application. We will attempt to honor same and renter will be charged accordingly.
7. All school equipment shall be operated by school personnel.

East Kentwood Fieldhouse

1. Replacement or repair charges will be added to the original bill in the event damage occurs.
2. Arrangements for locker rooms, equipment, bleachers, or special needs must be made on the original contract.
3. The Kentwood Public Schools is not liable for accidents or injuries which occur during the rental.
4. Food and drink are prohibited in the fieldhouse, gym, and wrestling rooms.
5. The Kentwood Public Schools accepts no responsibility for lost or stolen items. The patron must provide their own locks for the lockers.
6. The facility should be vacated within (15) minutes from the scheduled ending time. Additional time will be charged to the total bill.
7. The renter is solely responsible for the conduct of his/her group.
8. All school equipment shall be operated by school personnel.
9. Trampoline use is strictly prohibited.
10. Parking for events must be limited to the blacktop area.

East Kentwood Pool

1. The lifeguard staff will be on duty (15) minutes prior to and after the scheduled swimming time. This time will be included in the cost.
2. Locker rooms must be vacated within (15) minutes from the scheduled ending time. Additional time will be charged to the total bill.
3. East Kentwood High School accepts no responsibility for lost or stolen items. Patrons must provide their own locks for the lockers.
4. Full showers must be taken prior to entering the pool.
5. Only swim apparel is allowed to be worn in the pool. Cutoffs, gym shorts and/or "T" shirts are prohibited.
6. Any swimmer under the age of six (6) and/or who is not 42" tall to the chin must be accompanied into the pool by a parent or adult.
7. Any swimmer who uses flotation devices (PFD jackets, "floaties", kickboards, etc.) must have a parent or adult accompany them into the pool.
8. Any swimmer with diapers must have tight fitting rubber pants over the diapers.
9. Swimmers who wish to enter the diving end of the pool must be able to swim at least one width of the pool without assistance.

10. Swimming under the bulkhead is prohibited.
11. Food and/or drink are prohibited in the pool and locker room areas.
12. Glass containers are prohibited in the pool and locker areas.
13. Refusing to follow the directions of the lifeguard will result in removal from the pool area.

General Facilities

1. Replacement or repair charges will be charged to the original bill in the event damage occurs.
2. Facilities and equipment may be made available with the approval of the principal. Operators of audio-visual equipment shall be required and approved by the principal.
3. Each group shall agree to accept liability for damages.
4. Renters wishing to have any special room arrangements (i.e. wall decorations, posters, etc.) must receive permission from building principal or designee.
5. The rental fee is determined on a per room basis.
6. If any classroom furniture is moved, it should be left as found.
7. Food and beverage are ONLY permitted in the cafeterias.
8. It is assumed that any classroom will be left undisturbed.
9. Computer use must be approved by the building principal or designee in agreement with the Director of Media and Technology.

Religious Worship Service

1. The group shall have definite plans for building, and occupancy shall be within one year. These plans are to be submitted in written form to the Assistant Superintendent for Business. Any group wishing to use the facilities beyond one year may request approval of the Board of Education.
2. Rental charge is determined on a per room basis.
3. The building custodian shall be employed for sufficient time to open and close the building for the duration of service including clean up. The compensation for school personnel (custodian/technician) is computed at time and a half on a Sunday.
4. The use of rooms/facility is subject to the availability of school staff.
5. Religious groups are limited to the use of gym, auditorium and cafeteria(s).
6. Renters wishing to have any special room arrangement (i.e. wall decorations, etc.) must receive permission from the District Scheduling Office.
7. Food/beverages are ONLY permitted in the cafeterias unless approved in advance by the building administrator.
8. Replacement or repair charges will be charged to the original bill in the event damage occurs.