

REQUEST AND LEASE OF SCHOOL FACILITIES

DATE _____

ORGANIZATION _____

CONTACT PERSON _____ ADDRESS _____

CITY/ZIP _____ EMAIL _____

HOME PHONE _____ WORK PHONE _____

SCHOOL	AREA WANTED	PURPOSE	TIME (From/To)	MONTH/DAY/YEAR

ESTIMATED # ATTENDING _____

WILL ADMISSION BE CHARGED? _____ IF YES, WHAT AMOUNT? _____

FOOD WILL WILL NOT BE SERVED IF YES, WHAT? _____

CERTIFICATE OF INSURANCE ATTACHED _____ INSURANCE WAIVED _____

SPECIAL EQUIPMENT _____

PIANO _____ PA SYSTEM _____ OVERHEAD PROJECTOR _____ VCR/MONITOR _____ LIGHTING _____

CHAIR SET-UP _____

ESTIMATED RENTAL FEE _____ ESTIMATED CUSTODIAL/SUPERVISORY FEE _____

20% OF GROSS REVENUES TO BE ASSESSED IN ADDITION TO RENTAL? (YES/NO) _____

ESTIMATED OTHER FEES _____ FEES WAIVED (YES/NO) _____

I have read the regulations regarding approved uses and agree to pay the fees as ultimately determined and billed. I further agree that _____ (name of group) will keep the premises, including the equipment and fixtures of every kind and nature, during the term in good repair and at the expiration deliver the same in like condition as when taken, reasonable wear and damage by the elements excepted. I understand that any advertisement for an event in the schools must clearly and prominently state the sponsor of the event. Also, the group agrees to indemnify and hold the Ann Arbor Public Schools and each of its employees, representatives and agents harmless from any liability for damages to any person or property in, on or about the leased premises from any cause whatsoever.

RETURN COMPLETED FORM TO 1515 S. SEVENTH ST., ANN ARBOR, MI 48103 OR FAX TO 734.994.1454

Signature of Person Representing Group

Title

Address and phone (if different from above)

Date of Birth

Received by

Date

Approved by

Date



ANN ARBOR PUBLIC SCHOOLS COMMUNITY EDUCATION & RECREATION BUILDING USE CONSENT FORM

The Community Education and Recreation Department, along with the staff of the Ann Arbor Public elementary, middle and high schools, welcomes the use of our buildings by school groups, community groups, and private organizations. We are committed to bringing the schools into the community and the community into the schools. Facilitating community access to the schools is an important goal of the Community Education and Recreation office. In return for making our buildings available to groups whenever possible, we ask that your organization consent to the following:

1. I agree that all children or young adults (18 or younger) who participate in an activity for which we are using a building will be supervised at all times. This includes supervision in all locker rooms, as well as the gym and/or pool, if we are using these facilities.
2. I understand that failure to properly supervise a group for which I am responsible may result in loss of the privilege of using the building.
3. I understand that there may be times when school use of the building will take priority over my use of the building, due to schedule changes or other factors.
4. In the event that a cancellation or rescheduling of my activity is necessary, I will be responsible for maintaining and activating a method for notifying all participants.
5. I understand that the auditorium and its stage area are a teaching station during the school year and must be completely cleared of equipment when not specifically scheduled for my activity.
6. I agree that my organization will be responsible for paying for any damage done to the school building or school property for which my group is responsible.
7. I understand that any advertisement for an event in the schools must clearly and prominently state the sponsor.
8. I understand that many of our schools serve students with severe food allergies and that all building users are required to honor the posted prohibitions against certain life threatening foods. I am obligated to notify my constituents and participants of prohibited foods. At no time will anyone from my group consume food outside of the cafeteria.
9. I have read, understand, and agree to all of the above items.

Signature of Person Representing Group

Date

Group Name

Phone Number

REGULATIONS REGARDING APPROVED USES:

- A. The Board of Education or its representatives will have free access to all rooms at all times.
- B. The Board of Education reserves the first claim to the use of its own property. Cancellations may be ordered by school authorities with appropriate notice (a minimum of two (2) weeks is recommended). All permits are granted with this understanding. Whenever possible, alternative locations will be identified before cancellations are implemented.
- C. All student projects and all student equipment will remain undisturbed.
- D. Detailed arrangements for use of kitchen facilities will be made through the Supervisor of Food Services. Use of the kitchen or cafeteria must follow the established procedures for use of these facilities. A copy of procedures and charges will be furnished by Food Services.
- E. No activity shall be permitted in which open flames are used (e.g., candles, barbecue grills).
- F. Putting up decorations or scenery or moving of any furniture is prohibited unless special permission is granted. Fire and safety regulations will be followed.
- G. Under no circumstances will scenery or other property be stored in buildings except on a temporary basis and with the permission of the principal or administrator of the building involved.
- H. All electrical equipment and arrangements will be under the control of the school administrator or designee in each respective building.
- I. Smoking is prohibited in public school buildings and on school grounds.
- J. No alcoholic liquors or beverages will be brought to or consumed in the building or on the grounds.
- K. Organizations and residents using the facilities will be responsible for loss or damage to school property or equipment, including that belonging to students or school employees.
- L. Reassignment or sublet to any organization or residents by the group or organization who haws secured use of the school property is prohibited and may result in cancellation of the contract.
- M. Borrowing or rental of school equipment may be permitted on a limited basis and with additional fees assessed by the school
- N. Arrangements for additional furniture or special equipment are the responsibility of the scheduling organization or residents.
- O. All non-school related organizations and residents must provide a certificate of insurance naming the school district as an insured party with general liability coverage equal to \$1,000,000. This requirement may be waived for informal organizations and residents where the stated purpose of the use is of minimal risk, as determined by the Community Education department/Building Administrator.
- P. The billing form must be fully executed and fees must be paid, in accordance with these rules and regulations, before the scheduled use of facilities. Checks should be made payable to the Ann Arbor Public Schools and submitted to the Community Education office. The payment and lease forms must be received no later than two (2) weeks prior to the desired date of usage so that final approval can be granted. Organizations and residents using facilities who are not being charged a fee must also submit rental forms no later than two (2) weeks before use to obtain authorization. Long term rentals may be invoiced semi-annually.
- Q. Cancellation by organizations and residents must be made in writing no less than two (2) business days in advance of scheduled building use. Any organizations and residents not providing such advance notice will be held responsible for all charges. Notifications of cancellation will be made to the Community Education department/Building Administrator in writing.
- R. Any advertisement for an event in the schools must clearly and prominently state the sponsor of the event.
- S. Please be aware that many of our schools serve students with severe food allergies. Exposure to certain foods could be life threatening to someone who regularly uses that building. We require all building users to honor the posted prohibitions against certain foods. User groups have an obligation to notify their constituents and participants of prohibited foods. At no time should food be consumed outside of the cafeteria.