



RENTAL AGREEMENT (page 1 of 2)

APPLICANT

Organization: «Organization»

Contact name:

Address:

Day-Time Phone:

Evening Phone:

Cellular Phone:

Fax:

E-mail address: «eMail_Address»

RESERVATION INFORMATION

- **Event:**
- **Location:**
- **Dates and Times:**
- **Anticipated amount of attendees:**
- **Will you be selling food/beverages?**
- **Will you be charging an entrance fee?**
- **Any special setup needed?**
- **Are you a 501(C)3 organization?**

RESERVATION RATES

DATE	DESCRIPTION	HOURS	AMOUNT	TOTAL
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				\$ 0.00



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AGREEMENT INFORMATION

- All amounts are based on the District's Board of Education Policy 9250 - Use of District Facilities
- Your insurance liability documentation must be received seven (7) days prior to the event
- Your 501(C)3 IRS letter must be received seven (7) days prior to the event (if applicable)
- Payment must be received seven (7) days prior to the event
- Payment must be made via cashier's checks or money orders made out and submitted to *School District of the City of Pontiac, 47200 Woodward Avenue, Pontiac, MI 48342*
- *District Reservations Contact: Melissa Wood*(melissa.wood@pontiacschools.org or 248.451.6828)

This AGREEMENT is made subject to THE SCHOOL DISTRICT OF THE CITY OF PONTIAC Board of Education Policy 9250 - Use of District Facilities. The Undersigned agrees that the policy shall be strictly observed and accepts entire responsibility for the enforcement of them, and agrees to protect the premises and indemnify the school district of any damage due to the occupancy of the building covered by this AGREEMENT. It is understood and agreed to by the applicant that this agreement may be revoked or canceled at any time with or without cause and if so there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense, whatsoever. The applicant further agrees to protect, indemnify and save harmless the SCHOOL DISTRICT OF THE CITY OF PONTIAC, its officers, and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this AGREEMENT.



Applicant Name (please PRINT): _____

Applicant Signature and Date: _____

School District Approver | General Manager of Maintenance and Operations

School District Approver | Chief of Security

School District Approver | Superintendent