

**REQUEST FOR USE OF SCHOOL PREMISES,  
AND AGREED UPON TERMS FOR USE, IF REQUEST APPROVED**

Attention: Tiffany Cavill – Facilities & Operations Department  
[Tiffany.Cavill@PontiacSchools.org](mailto:Tiffany.Cavill@PontiacSchools.org)  
Cell: 248-977-6058

We seek permission to use the following school premises:

School Building: \_\_\_\_\_

Location (ex. Classroom(s), gym, etc.): \_\_\_\_\_

Type of Event: \_\_\_\_\_

If for a season or extended period or multiple dates, state the beginning and ending dates.

<u>Day</u>	<u>Date</u>	<u>Hours of Actual Event</u>	
		<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Are you a 501(C)3 Organization? \_\_\_\_\_

Name and cell phone of Adult in Charge: \_\_\_\_\_

We wish entrance to the building at: \_\_\_\_\_ (time)

We will vacate the building by: \_\_\_\_\_ (time)

**Please note: PSD may charge 2.5 hours additional per hour, per custodian due to opening, closing and cleaning of the building/location.**

We will/will not charge an admission fee. \_\_\_\_\_

We expect an attendance of approximately \_\_\_\_\_ persons.

If there is an entrance fee, what is the charge? \_\_\_\_\_

We will/will not be selling food/beverages: \_\_\_\_\_

We require use of the following, and understand there is a charge for such use:

_____	Stage	_____	Speaker's stand
_____	Special Lighting	_____	Folding chairs (number) *
_____	Projector	_____	6' Folding Tables (number) *
_____	Kitchen**		

\*PSD is not responsible for set up of tables and chairs prior to any event.

\*\*Additional Fees subject to needs and requirements of preparing food for events.

Additional requests or comments:

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It is understood that Pontiac School District activities have preference over outside activities in using the school premises and this request is subject to cancellation if the requested school premises are needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school premises, and to be responsible for replacement of any furniture, equipment or other Center property used during the program or activity in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

We also agree to the following provisions (if permission is granted):

1. To be responsible for the proper supervision, control, and accommodation of persons attending the activity, and to ensure that attendees/participants will only access/use the sections of the building specified above, and the entrances to such buildings,
2. No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way, except as follows (further rates may apply):

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3. No rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type (e.g., bouncy houses), climbing walls or ropes, shooting activities, including bows or arrows, or similar equipment or related devices will be brought onto school premises or used in any way except as follows (further rates may apply):

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4. Written notice of any accident resulting in bodily injury or damage to Center property caused by a person attending or participating in the program or activity will be provided to the Pontiac School District (Facilities Department) within twenty-four (24) hours of the accident. Such written notice must include the name and address of the person involved in the accident, name and address of any witnesses, and details regarding the time, place, circumstances and nature of the injury or property damage.
5. To procure and maintain throughout the term of this agreement a public risk insurance policy with a reputable insurer, with an A.M. Best rating of A- or better, which: (A) indemnifies the Board in an amount not less than \$2 million for any claims whatsoever arising out of the use of school premises by us; and (B) names the Board as an additional insured under the policy. It is understood that the policy or certificate of insurance must be presented to the Center prior to the use of school premises, that such policy is considered primary, and that any insurance held by the Board that may provide protection or benefits to the Board is considered excess.
6. To indemnify and hold harmless the Board, its members, employers, volunteers and representatives, and all persons and bodies corporate acting for or on their behalf, against any claims, suits, demands, costs, expenses, and liability for damages to any person or property in or about the school premises from any cause whatsoever arising out of the use of school premises by us and our attendees/participants, and for any other sums in excess of those contained in any insurance policy procured by us relating to the use of school premises or for such amounts as may not be payable under any such insurance policy.

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Name of Organization/person/group

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Signature

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Address

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Telephone

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Email Address

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**THIS SPACE FOR DISTRICT USE**

This request has been approved and granted.

RENTAL \$ \_\_\_\_\_ OTHER FEES \$ \_\_\_\_\_

Explanation of Fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All rental and other fees are payable seven days in advance and checks are to be made payable to The Pontiac School District.

This approval is subject to certain other conditions as set forth below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature Date

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This request cannot be granted for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature Date

Revised 9/28/23