

Lakeview School District Facility Reservation Request Form

15 Arbor Street, Battle Creek, MI 49015
269.565.3995

1. This Rental Request is between Lakeview School District and

Name:	Telephone Number:
Email Address:	Billing Address:

2. **Property request to rent:** The property to be rented by lessee (named above) from lessor is as followed:

Building(s):
Room(s):
Space(s):
Anticipated Number in Attendance:

3. **Period of Rental:** The time to be rented is as follows:

Date(s):
Setup Time(s):
Event Time(s):

Organization Type: Check the category you're a part of.

<input type="checkbox"/> Personal Usage	<input type="checkbox"/> Public	<input type="checkbox"/> District
<input type="checkbox"/> Youth	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Profit Making
<input type="checkbox"/> Other		

4. **Explanation of Reservation:** Explanation of the reservation that the lessee (named above) is requesting to use is as followed:

Reservation Description:
Will there be admission/donations?

5. **Person in Charge:** The lessee will at all times during the rental period have a person to supervise activities in the building, rooms, or location which the lessee rents from the lessor. Those persons are:

Name:	Phone#:
Name:	Phone#:
Name:	Phone#:

6. **Organization Reserving Property:** The lessee's organization that will be hosting the event on the lessor's property.

Organization:
Organization Billing Address:
Billing E-mail Address:

7. **Purpose of Rental:** The lessee agrees that the lessor's premises will not be used for any unlawful purposes. Lessee is requesting to rent the above-described property exclusively for those purposes.

<i>Signature:</i>	<i>Date:</i>
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**Please Submit Documentation to Lakeview School
Operations Administrative Assistant:**

Julianne Gilley gilley@lakeviewspartans.org
P:269.565.3995 F: 269.565.3948

Mail To:
Julianne Gilley

Administrative Assistant of Operations & Technology
15 Arbor Street Battle Creek, MI 49015

8. Rental Fees: The fees to be paid by lessee to lessor are as follows:

Space	Fee/ Rate	Hours	Total	Services	Hourly Rate	Hours	Total
				Custodial Fees (weekday)	\$40.00		
				Custodial Fees (weekend)	\$60.00		
				Custodial Fees (holidays)	\$92.50		
Total Estimate:				Total Estimate:			

School Fundraisers and Youth Groups are charged \$35/hour for Custodial staffing (Candy Cane Lane, DECA, etc.) This will be applied during the estimated amount write up after request has been turned in.

Event Setup Details: Explanation of the reservation setup needed that the lessee (named above) is requesting to use is as followed:

Setup Details:

We will accept a diagram of the layout as well to help with setup details & specifications.

Extra Equipment/Furniture: Explanation of the items needed & fees that the lessee (named above) is requesting:

Equipment/Furniture	Fee/ Rate	Total
Total Estimate:		

9. Rental Fees: The lessee agrees that the items/services listed above is for the event use. Lessee is requesting to rent the above-described items/services exclusively for use.

Signature: _____ *Date:* _____

Lakeview School District Category/ Schedule of fees for Spaces, Equipment, and Personnel regarding any Facility use.

Lakeview School District's programs have first priority in the use of all facilities.

The priority of other uses for facilities is divided into four categories. Within each category, the facilities will be made available on a non-discriminatory basis.

Category I – District Groups (no insurance needed)

This Classification includes groups whose membership and sponsor are members of the student body, School District staff, parent groups affiliated with the school, and/or recognized bargaining units representing School District employees.

Category II – Youth Groups

This classification includes groups not affiliated with but which are youth-oriented and whose membership thus largely consists of School District students or youth that reside in the District. Examples include Boy and Girl Scouts and some youth athletic organizations (LYA, LAC, etc.).

Category III – Other Non-Profit Community Groups

Any LOCAL group that has legal non-profit status and whose clientele is comprised of 51% or more Lakeview School District residents. Examples include civic organizations, local governmental agencies, church groups, and other recreational activities. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or are not authorized by Board Policy. **Activities that repeat weekly or monthly will have a Space Fee imposed.**

Category IV – Other Groups

Other groups, including profit-making organizations, will be permitted to use School District facilities when the anticipated use is not harmful to the public image of the School District and will not result in misuse, overuse, or abuse of school property. School District facilities may not be used for normal course of business; unless it provides a direct service to Lakeview District Students and has prior approval from the Superintendent. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or are not authorized by Board Policy.

Priorities for Use - Facility and Grounds

Category 1 & 2 – May be charged for spaces used during the normal work day Mon-Fri.

Category 3 – Space fee rates will be charged to repeat users when the request is for weekly or monthly use of the District facilities.

Category 4 – Space fee rates will be charged as shown on the chart.

All groups (2-4) will be charged additional fees for staff overtime if an event is after 2 pm or events are held on Saturday or Sunday.

Use of Technology, lighting, and sound systems in any space may result in additional fees. The fee for the use of equipment not listed will be based on direct operational costs to the District. Facility Space and Equipment fees are charged at a flat rate per day.

Personnel Hourly Rate per person (Minimum of 2 hours)

Monday–Friday: \$40 per hour. After 2 pm or Saturday, \$60 per hour.

Sunday or Holiday \$92.50 per hour.

Personnel includes:

Computer technician. Custodians / Maintenance / Grounds field work.

Kitchen staff / Pool Maintenance / Event Manager

Exceptions: Exception is for Grounds snow removal. Rates are \$60/ \$80/ \$120

An exception is also made for lifeguards who are required for pool use. The initial charge for one adult and one student lifeguard for 25 swimmers or less is \$50 an hour. Each additional student lifeguard for more than 25 swimmers is an additional \$25 an hour. For school or college swim meets, the renter must provide two lifeguards per session. If not able to provide, LV may for \$50/hour. *School Fundraisers and Youth Groups charged \$35/hour for Custodial staffing (Candy Cane Lane, DECA, etc.)*

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of the school property.

Categories II-IV: Certificate of Liability Insurance will be required. Pool rentals: Required presentation of Current Lifeguard Certification.

Facility Space & Available Equipment	Flat Rates
Forum (seats 120)	\$ 50.00
Classrooms	\$ 30.00
Library / Media Centers	
High School	\$ 50.00
Middle School	\$ 50.00
Elementary Schools	\$ 30.00
Gymnasiums	
High School Competition Gym (seats 2,000)	\$ 100.00
High School Auxiliary Gym (seats 320)	\$ 75.00
High School Locker Room	\$ 35.00
Middle School Gym	\$ 100.00
Territorial/ Elementary Gym	\$ 30.00
Pools:	
High School	\$ 150.00
Middle School	\$ 100.00
Auditorium (seats 1004)	\$ 100.00
Black Box Theatre (seats 250 on risers)	\$ 100.00
Cafeterias:	
High School	\$ 50.00
Middle School	\$ 35.00
Kitchens:	
High School/ Middle School	\$ 40.00
Territorial/ Elementaries	\$ 25.00
Spartan Memorial Stadium	\$ 150.00
Team Locker Rooms	\$ 35.00
Soccer Stadium	\$ 100.00
Fields	
(Softball/ Baseball/ Soccer Practice/Other)	\$ 30.00
Tracks (Indoor/ Outdoor)	\$ 30.00
Tennis Courts - Each Court	\$ 20.00
Parking Lot (HS or MS)	\$ 20.00
Equipment: Not all equipment is available in all buildings or can be mobile.	
TV, Projector	\$ 20.00
Piano	\$ 50.00
Spotlights	\$ 30.00
Stadium Lights	\$ 50.00
Handheld Microphone \$20 / Wireless \$45	
Sound Monitor, Podium w/ Microphone	\$ 50.00
Risers	\$ 35.00
Band Shells	\$ 50.00

Lakeview School District Facility Rental Guidelines

- A. Facility Use Permits and Hold Harmless agreements must be requested by contacting the Operations Administrative Assistant at 269-565-3995.
- B. A District custodian shall be on duty whenever a facility is being used, except as exempted by negotiated agreement. Costs incurred by the district for additional staffing and overtime will be billed to the Client.
- C. Use of stages/furniture/equipment and special set-ups, props, backdrops, banners, etc., must be confirmed in advance. The Client will be billed for the unauthorized use of stages, furniture and equipment.
- D. Costs incurred by the district for custodial service, maintenance and/or grounds-keeping will be billed to the Client. This includes set-up, clean-up and the operations/supervision of equipment.
- E. Decorations (including any material adhered to the floor or other surface the building) are subject to the approval of the building administrator and must be fireproof and be erected and removed in a manner not destructive to District property.
- F. Corridors, exits, and stairways must be free of obstruction at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so the block exits, stairways, or aisle ways.
- G. A Client designee trained in the Lakeview Food Service Sanitation Class must be present at all events where food will be prepared, cooked and or served. The use of District kitchens requires the presence of District Food Service personnel. Additional charges apply.
- H. The sale of food or beverage concessions must be coordinated through the Food Service Department.
- I. The use of the district swimming pool(s) requires the presence of a certified pool operator and a certified lifeguard. Additional charges apply.
- J. Rental of sound and/or lighting equipment in the Auditorium, Black Box Theater or other requested spaces requires staffing of the Event Manager. A fee will be imposed, based on the hours need to prepare and manage equipment before, during and following the event. The Client can appoint a designee to assist the Event Manager.
- K. Lakeview School District reserves the right to collect an estimated fee in advance.
- L. Alcoholic beverages, controlled substances and use of tobacco are prohibited on District property.
- M. The use of open flames is prohibited on District property.
- N. Unauthorized methods of obtaining funds, included any form of gambling are prohibited on District property.
- O. Responsibility for enforcement facilities rests with the client. Infractions may negate subsequent requests for the use of District facilities.
- P. Clients must take reasonable steps to ensure the orderly behavior of attendees and shall be responsible for loss or damage to District property, including property of students and employees.
- Q. Event coordinators and participants gaining access to the rented facility prior to the time stated in the contract, will be billed for the additional hours.
- R. Clients will not be issued keys or fobs to gain entrance to Lakeview property, without prior approval of Lakeview School District Director of Operations.
- S. The District will not be responsible for any loss of valuables or personal property.
- T. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- U. Scheduled cleaning, maintenance and staffing will determine the availability of facilities for use during summer vacation, holidays, or other non-work periods.
- V. All groups, categories I — IV, will be responsible for any additional costs incurred by the District.
- W. Three days' notice must be given for cancellation of event.
- X. If school activities are cancelled due to inclement weather or other reasons, all special events are also cancelled.
- Y. Lakeview School District reserves the right to deny future requests for reservations, based on unpaid invoice balances or failure to comply with these guidelines.
- Z. The above regulations are not all inclusive. Circumstances may dictate additional regulations.

Reservation of Facility is not guaranteed until the Lessor & the Lessee sign a Rental Agreement.

<i>OFFICE USE ONLY</i>	
<p>_____ <i>Insurance Information Received</i></p> <p>_____ <i>Deposit Received</i></p> <p>_____ <i>Request Status</i></p>	<p><i>Comments:</i></p>