

Flushing Community Schools
5039 Deland Rd., Flushing, MI 48433
Tunncliff Auditorium Facility Agreement



1. A Schedule of fees for the use of the Auditorium is determined annually. All organizations or persons granted the use of the Auditorium shall assume and be responsible for the fees and charges for such additional staff services as required.
2. All users and organizations must take reasonable steps to ensure orderly behavior and shall be fully responsible for any and all loss or damage to school district property, including property of students and employees, and shall be responsible for paying all damages associated with their use of school district's facilities or equipment., including but not limited to, cost to repair or fully replace damaged property. The supervisor of the group shall be responsible for the supervision of all persons involved in the event.
3. All users and organizations must comply with all applicable laws, and all school district policies, procedures, rules and regulations, as well as any directions from building administrators and staff. Possession of alcohol, tobacco, controlled substances or firearms on school district property is **strictly prohibited.**
4. Decorations shall be fireproof and shall be erected and taken down in a manner not destructive to school property. Decorations are subject to the approval of the Auditorium Manager. No helium filled balloons may be taken into the Auditorium. The facility is latex free. **The use of open flames, such as candles or any type of pyrotechnics is strictly prohibited.**
5. The use or application of any materials on floors, walls or any stage work is strictly prohibited without specific approval of the Auditorium Manager.
6. The school district reserves the right to withdraw or deny auditorium usage at any time. If the event is cancelled for a school function, weather, lockdown or power outage a full refund of the deposit will be made.
7. No unauthorized methods of obtaining funds including any form of gambling is permitted.
8. Exits must be free of obstructions at all times. Members of the audience must never sit or stand so they block exits or aisles.
9. The school district shall not be responsible or liable for any loss of valuables or personal property.
10. Flyers, booklets or other printed material or audio-visual materials may not be distributed unless they relate directly to the activity for which the auditorium is being used and are approved by the auditorium manager in advance.
11. All accidents during the use, whether personal or property damage, shall be reported immediately to a school employee.

12. All parking shall be done in designated areas without blocking fire lanes.
13. The applicant and/ or person in charge of the activities has been authorized to represent the group or organization and will be present at all times.
14. The sponsoring organization shall provide sufficient competent adult supervision which shall be agreed upon at the time the contract is signed. Applicants shall supply and compensate for any additional special security measures if the school district determines if it is necessary.
15. When the auditorium is occupied a school official must be present. When an organization is granted use it assumes responsibility for the conduct of all persons in attendance while in or out of the building.
16. Administration must have free access to all rooms at all times.
17. Lighting, sound, electrical equipment, and rigging systems can only be operated by school employees.
18. Any type of concession operated in the auditorium lobby shall be approved by the auditorium manager. No food or beverage will be allowed in the "house". Nothing shall be sold. Given away exhibited or displayed without advance permission.
19. Property of the outside organization may be stored on school property at the organization's own risk and with prior permission but must be removed immediately following the event.
20. Custodial services will be contracted and determined by the school district.
21. A 10% non refundable security deposit will be assessed at the time of application approval.
22. By executing this contract, you acknowledge that you may be required to pay various fees and/or charges for yourself or on behalf of others for use of the auditorium, and that you are wholly responsible for any and all fees and/or charges. The approved user/group shall not permit any other persons or groups to use the auditorium without prior written consent of the school district. Furthermore, the user/group shall indemnify, defend and hold harmless the school district, its Board of Education and Board Members, in their official and individual capacities, agents and employees, from and against any and all claims, counter-claims, actions, losses, suits, debts, demands, judgements, liens, costs and liabilities, including actual attorneys fees and actual expert witness fees, arising out of or in connection with the user's use and occupancy or rental of the auditorium regardless of merit including but not limited to injury to persons, including death, or damage to property which may hereafter be asserted by any person, corporation or other entity against the school district. User's actions include, but are not limited to, the acts of User's agents, representatives, employees, licensees, guests, invitees, students and/or from the user's violation of any terms of the agreement. User shall release the school district, its Board of Education and Board Members, in their official and individual capacities, agents and employees from any and all claims, liabilities, actions and causes of action arising from or relating to injuries, damages or losses sustained by the user or user's agents, representatives, employees, licensees, guests, invitees and/or students in, on or about the facility of the school district or as a result of the use of the facilities.

23. Depending on the type of use requested, the school district may require the user/group to procure, at its sole cost and expense, liability insurance. The school district will notify the user/group of the insurance coverages and minimum limits required at the time of approval. The user/group shall secure all required insurance and provide a certificate of insurance to the school district prior to the commencement of the activity/use. The school district shall be named as an additional insured on all required insurance policies.

The Auditorium Manager, Assistant, Technical Director, Lighting and Sound Technicians will be employees of the district. These positions are required to be used if a group uses the facilities. Additional positions may be required to provide services requested including security if classrooms are rented. All costs for these positions are the responsibility of the group using the facility at the rates listed below.

Auditorium Rental Rates

- Class A** - FCS sponsored functions/school-related clubs or organizations and student groups, and Flushing residents non-profit (501C-3) organizations when the purpose is to raise funds for FCS.
- Class B** - civic organizations, and governmental agencies (including the City Recreation Department) when conducting activities for general community
- Class C** - Flushing resident organizations, non-public schools located in the District boundaries.
- Class D** - Non-District residents and groups, and non-public schools located outside the District boundaries.

Space/Equipment	Class A	Class B	Class C	Class D
Auditorium (3 hour minimum)	No Fee	\$75 per hour	\$100 per hour	\$125 per hour
Auditorium Manager	No Fee	\$40 per hour	\$40 per hour	\$40 per hour
Classroom (per room)	No Fee	\$15 per hour	\$20 per hour	\$25 per hour

Assistant Manager	\$25 per hour
Technical Director	\$17 per hour
Sound Technician	\$15 per hour
Lighting Technician	\$15 per hour
Security (BOH)	\$15 per hour
Custodial fee	\$31 per hour

Additional options

Livestream	\$150 (3 cameras) per performance
Recording	\$25 (1 static camera) per performance
Lighting Design	\$25 per hour (lights beyond on/off)
Spotlight operator	\$15 per hour (2 is suggested)