



LAKE ORION COMMUNITY SCHOOLS
 495 E. Scripps Road, Lake Orion, Michigan 48360
FACILITY USE APPLICATION AND AGREEMENT

Lake Orion Community Schools may permit use of its facilities by responsible organizations or groups of citizens, provided such use does not infringe upon the necessary purpose of the facility or interfere with the School District's educational, athletic or extra-curricular programs. All non-School District users/groups are required to complete this Application unless otherwise approved by the School District in writing. If approved, all users/groups must satisfy all conditions of any such approval prior to commencing the approved use, abide by all Terms and Conditions of Use included in this Application and must acknowledge such agreement by executing this document. All fees must be paid prior to the commencement of the activity/use. The School District reserves the right to request additional information from the applicant and/or request additional terms and conditions for any approved use.

Date of Application: _____

PERSON/ORGANIZATION/GROUP INFORMATION (REQUIRED)

Name of Person/Organization/Group: _____
Name of Supervisor of Organization/Group: _____
Contact of Person Responsible for Payment: _____
Organization Address: _____
Phone #: _____ **Secondary (Cell) Phone #:** _____
E-Mail(s): _____ **Fax #:** _____
Billing Address (if different from above): _____

USE/ACTIVITY DETAIL (REQUIRED)

Purpose/Nature of Activity/Use: _____

Date(s) Requested:

- | | | |
|------------------------------------|--------------|--|
| <input type="checkbox"/> Monday | _____ (date) | Time of Use: _____ A.M./P.M. to _____ A.M./P.M. |
| <input type="checkbox"/> Tuesday | _____ (date) | Time of Use: _____ A.M./P.M. to _____ A.M./P.M. |
| <input type="checkbox"/> Wednesday | _____ (date) | Time of Use: _____ A.M./P.M. to _____ A.M./P.M. |
| <input type="checkbox"/> Thursday | _____ (date) | Time of Use: _____ A.M./P.M. to _____ A.M./P.M. |
| <input type="checkbox"/> Friday | _____ (date) | Time of Use: _____ A.M./P.M. to _____ A.M./P.M. |
| <input type="checkbox"/> Saturday | _____ (date) | Time of Use: _____ A.M./P.M. to _____ A.M./P.M. |
| <input type="checkbox"/> Sunday | _____ (date) | Time of Use: _____ A.M./P.M. to _____ A.M./P.M. |

Is this request for a recurring use? YES NO **Frequency of Recurrence:** _____

School/Building Preference: _____

Preferred Room(s): _____

Number of Participants/Patrons: _____ Admission Fee: YES NO Amount: \$ _____

Is this a Fundraiser? YES NO Who is collecting funds? _____

Will food be served? YES NO Will there be outside vendors present? YES NO

SPECIAL REQUESTS/EQUIPMENT NEEDS (additional fees may apply)

- Chairs (No. _____) Tables (No. _____) Audio Equipment Video Equipment
 Podium Microphone(s) Video Screen Other

Explain/Comments: _____

INSURANCE (REQUIRED)

Insurance Company: _____ Policy Number: _____

Coverage \$ Amount: _____ Coverage Dates: _____

Note – insurance documentation is required 10 days prior to the event. If this application is received within 10 days of the event, failure to provide insurance documentation with the application will result in denial of the application.

[See Next Page for Specific High School Rentals]

• **HIGH SCHOOL AUDITORIUM/THEATRE ONLY:**

Rental includes Green Room, Dressing Rooms, Lobby, Production Manager, and Custodian throughout rental period

Lighting: Static Lighting (basic stage wash) Custom stage lighting

Audio: Wireless Mic – how many? _____ Wired Mic – how many? _____

Additional audio needs: _____

Video projector Podium 4' x 8' stage platforms – how many? _____

Orchestra Shell 4-step choir risers – how many? _____

Other needs: _____

Auditorium lobby - # of tables _____ chairs _____ Will food/concessions be sold in the lobby? _____

• **HIGH SCHOOL FIELD HOUSE ONLY:**

Rental includes Fieldhouse Locker Rooms, Portable Scoreboard, and Custodian (during event)

Additional Needs (additional fees apply): Bleachers Clock Scoreboard PA Technician Site Manager

Other Needs _____

Security (1 per 200 people) How many? _____

• **HIGH SCHOOL NATATORIUM ONLY: Rental includes Both Pools, Pool Balcony, Pool Locker Rooms, Pool Manager, and Custodian (during event)**

Additional Needs (additional fees apply): Pool Concession Stands Diving Boards Starting Blocks

Lane Lines Timing System Laser Printer PA System Lifeguards

Other Needs _____

Security (1 per 200 people) How many? _____

By execution of this Application, I/we agree to be bound by and strictly adhere to the Terms and Conditions of Use set forth in this Application and Agreement.

Signature of Requestor/Supervisor of Group: _____ Date: _____

***Upon receipt of this signed application, the School District will review the request and may request additional information as necessary. The School District will subsequently provide the Requestor/Supervisor of Group with its basis for denial or the required fees and any other requirements necessary for approval and will provide those to the Requestor/Supervisor of Group. If agreeable to the Requestor/Supervisor of Group, the School District and Requestor/Supervisor of Group will acknowledge such agreement by executing Page 2 of this Use Application and Agreement where indicated.*

RESERVED FOR SCHOOL DISTRICT USE

Name of Requestor/Group: _____

Request is: APPROVED - subject to the fees, requirements and Terms and Conditions of Use set forth below

DENIED Reason for Denial: _____

Facility Usage Fees			
User Group Classification (circle one):	Group I	Group II	Group III
Facility Use Rates:	_____ hours	@ \$ _____ /hour	Total: \$ _____
Custodial Fees:	_____ hours	@ \$ _____ /hour	Total: \$ _____
Technician Fees	_____ hours	@ \$ _____ /hour	Total: \$ _____
Food Service Fees			Total: \$ _____
Other Fees			Total: \$ _____
Total Facility Use Fees: \$ _____			

Other Fees Description: _____

Insurance Required (Coverage/Limits): _____

Individual Participant Waivers Required **Deposit Required - Amount: \$** _____

Modifications to Applicants Request: _____

Additional Comments/Requirements: _____

Date Returned: _____

Initials: _____

ACKNOWLEDGMENT AND AGREEMENT

The Requestor/Group hereby acknowledges and agrees to the fees and requirements for the approved Facility use set forth herein and further agrees to abide by and strictly adhere to the Terms and Conditions of Use set forth in this Application and Agreement for the use of the School District's Facility(ies).

Name of Requestor/Group: _____

Date: _____

Signature: _____

Printed: _____

Acknowledgement of School District

Signature: _____

Date: _____

LOCS Staff Representative

[SEE TERMS AND CONDITIONS OF USE ON THE FOLLOWING PAGE]

Lake Orion Community Schools – Facility Use Application and Agreement

TERMS AND CONDITIONS OF USE

1. A schedule of fees for the use of School District facilities is determined annually. All organizations or persons granted the use of School District facilities shall assume and be responsible for the annually determined fees and the charges for such additional staff services or equipment as required. Fees will include time for set-up and take down, where applicable. Any deposit must be paid two weeks in advance for large events and auditorium usage, and all fees and charges must be paid within 30 days of billing. Failure to pay all fees and charges will result in cancellation of the facility usage. Sports-related activities, including practices, require a minimum 48-hour cancellation notice unless it is weather related or caused by another unforeseen physical event prohibiting the use of the rental space. Failure to provide the 48-hour notice will result in the full-charge space usage fee originally requested.
2. All rentals are required to pay a minimum 15-minute custodial fee and consumable fee per event. Custodial fees are dependent on the requirements determined by the Facility Custodial Supervisor. Please see the fee schedule provided on the district's website.
3. 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 for all damages associated with their use of the School District's facilities or equipment, including but not limited to, costs to repair or fully replace damaged property. The supervisor of the group shall be responsible for the supervision of all persons involved in their event/usage.

If the size of the group is larger than 200 persons, the School District may require security personnel at an extra fee.
4. 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, employees or staff. Possession or use of alcohol, tobacco, e-cigarettes, vaping, controlled substances or firearms on School District property is **strictly prohibited**.
5. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to School District property. Decorations are subject to the approval of the applicable School District administrator. **The use of open flames, such as candles, is strictly prohibited.**
6. Requests for School District-owned equipment are not included in the direct or indirect facility fees and will be charged based on the type of equipment requested. If equipment is not requested and approved at time of application, it will not be made available at the time of use. No School District-owned equipment shall be used or operated by the group or any person associated therewith unless specifically approved in the Facility Use Application. Baseball and softball teams must provide their own bases as district bases are not available for non-district related activities.
7. The use or application of any materials on floors, walls or other parts of the facility is strictly prohibited without specific approval in writing from the applicable School District administrator.
8. Use of equipment must be arranged for in advance. Set-up, tear-down and clean-up may be performed by members of the user or organization using the facility, provided the responsible persons are listed on this Application. Additional custodial services required for work not done satisfactorily will be charged to and shall be paid for by the user/organization. Arrangements must be made with the applicable School District administrator for use of any special or extra equipment. Extra compensation paid to employees/staff/agents for moving, operating, or supervising special or extra equipment will be charged to the user/organization and must be paid within ten (10) days of receipt of invoice.
9. The School District reserves the right to withdraw or deny facility usage at any time. Any approved facility usage may be cancelled by the School District on any day the facility (or space) is needed for School District programs (such as educational programming or a make-up athletic event), or if the School District is closed due to weather, lock down, power outage, or other facility issues.
10. Any approved use during summer vacation, on holidays, or during other vacation periods may be cancelled by the School District if it may conflict with facility cleaning and renovating programs or lack of availability of facility service personnel.
11. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in School District facilities or on School District property. If the facility usage is in conjunction with a School District fundraising effort, all funds must be submitted to the facility principal within twenty-four (24) hours of the end of the event and then to the School District finance department within forth-eight (48) hours thereafter.
12. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisles.
13. The School District shall not be responsible or liable for any loss of valuables or personal property.
14. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the School District facility is being used and are approved by the School District in advance. All outside group printed materials must state that the activity is not sponsored or endorsed by Lake Orion Community Schools.
15. All accidents during the use, whether personal or property damage, shall be reported immediately to the School District.
16. All individuals shall park only in designated areas. Parking on sidewalks, in fire lanes, in front of doors, or on any grass areas is strictly prohibited.
17. By executing the Facility Use Application, 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 approved School District facilities, 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 approved facility without the 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, action, losses, suits, debts, demands, judgments, liens, costs and liabilities, including actual attorney's fees and actual expert witness fees, arising out of or in connection with the user's use and occupancy or rental of the School District facility identified in the Facility Use Application 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 of the terms contained herein. 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 facilities of the School District or as a result of the use of the facilities.

18. Depending upon 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 two weeks prior to the commencement of the activity/use. The School District shall be named as an additional insured on all required insurance policies.
19. The School District reserves the right to require all participants in the approved activity/use to execute an individual waiver. The School District will notify the user/group of such requirement and provide the appropriate waiver for execution.

Initials _____