



FACILITY USE APPLICATION

Submitting 30 days prior to event is recommended.
When requesting the Auditorium or Fields please complete page two.

Return to:
Attn: Facility Operations
Katrina Crane
West Bloomfield School
District 3340 Orchard Lake
Road West Bloomfield, MI.
48324

Notification of cancellation must be made to the Facility Use Office at least 48 hours before the scheduled time of use, or the **full rental fee will be charged. All cancellations must be in writing.** They may be emailed **Email:** katrina.crane@wbsd.org • Katrina Crane 248-865-3684

Date of Application _____ Event Title _____

Name of Building (1st choice) _____ Room(s) _____

Name of Building (2nd choice) _____ Room(s) _____

Check Day(s) Requested (1st choice) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Check Day(s) Requested (2nd choice) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

If this is an ongoing event, how many days per week are you scheduling? _____

Event Date(s) _____

Event Start Time _____ Event End Time _____ Setup Begin Time _____ Breakdown End Time _____

ORGANIZATION INFORMATION

Name of Organization _____

Contact Name _____ Email Address (required) _____

Daytime Phone _____ Evening Phone _____ Cellular Phone _____

Billing Address _____

Additional Contact _____ Email Address (required) _____

Daytime Phone _____ Evening Phone _____ Cellular Phone _____

FEIN (Sales Tax Exemption Number) _____

INSURANCE INFORMATION

Company _____ Policy Number _____

Coverage Amount(s) _____ Coverage Dates _____

Proof of Insurance is required at least one week prior to event. Please send to Katrina Crane @ above email.

SETUP REQUIREMENTS

Custodial Services Needed _____

Buildings and Grounds Services Needed _____

Computer Services Needed _____

Other Items Needed for indoor rentals (please check all that apply)

PA System Overhead Projector Other

Number of People Attending _____ Number of Adults _____ Number of Children _____

Number of Chairs Needed _____ Number of Tables Needed _____

Additional Needs _____

I do hereby certify, in representation of the above named group, that I have read and will observe all rules and regulations on page 3 of this application. I understand that, by law and Board policy, alcohol and controlled substances are forbidden on school premises and smoking is not allowed in the buildings or grounds and that abuse of this will cause eviction and loss of facility use. **I further understand that I am responsible for any damage that can be attributed to my/our use.** I agree and abide by these conditions. I understand I am responsible for providing proof of insurance one week prior to the event.

Applicant's Signature _____ Date _____

PLEASE ALLOW FIFTEEN (15) DAYS FOR PROCESSING

DO NOT ATTEMPT TO USE FACILITIES WITHOUT AN APPROVED CONFIRMATION & PERMIT

To the fullest extent permitted by law, the user agrees to defend, pay in behalf of, and hold harmless the West Bloomfield School District, 5810 Commerce Road, West Bloomfield, MI. 48324, its elected and appointed officials, employees, volunteers and others working in behalf of the West Bloomfield School district against any and all claims, demands, suits, losses, attorney fees, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the West Bloomfield School District, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the facility use described above.

FACILITY USE APPLICATION

AREA OF FACILITY REQUESTED

RENTAL EVENT AUDITORIUM/THEATRE

Auditorium/Theatre Other Needs - please check all that apply

Lighting Sound Auditorium Tech Lobby
Student Technicians tbd. by WBSD

Other needs _____

FIELDS

Fields available please check:

Varsity Baseball turf JV Baseball Varsity Softball turf JV Softball Middle School field
Elementary School field Football field turf Bathroom facilities

Other Needs _____

POOL

Pool Needs - please check all that apply

Pool Balcony Girls Locker Room Boys Locker Room Hallway Certified Red Cross Lifeguard must be present

Other Needs _____

SETUP INSTRUCTIONS

Event Date _____ Event Time _____ Begin Setup _____ Complete Setup _____
Event Date _____ Event Time _____ Begin Setup _____ Complete Setup _____
Event Date _____ Event Time _____ Begin Setup _____ Complete Setup _____

Setup to be done: Completely by facility personnel With assistance from organization

Sketch of setup included: Yes No

OTHER NEEDS

Furniture

_____ Tables # 6ft Location _____
_____ Tables # 8ft Location _____
_____ Other # Location _____
_____ Other # Location _____
Other # _____

Equipment

_____ Microphone(s) Location _____
_____ TV/VCR Location _____
_____ Overhead Projector Location _____
_____ Ext. Cords Location _____

7510A - USE OF DISTRICT FACILITIES

West Bloomfield School District welcomes the use of the school facilities for community use to the extent that it does not interfere with the educational programs of the District. The following guidelines are intended to explain the Districts' procedures in regards to facility usage.

General Guidelines

A facility use reservation must be completed and approved for each event outside of standard classroom activity. The District reserves the right to deny or withdraw facility use privileges at any time.

A. Process to Obtain a Facility Use Reservation

1. All individuals seeking a facility use reservation must fill out a Facility Use Application. The application may be found on-line (wbsd.org) or may be obtained throughout the Operations and Maintenance Department. Individuals may either call the Operations and Maintenance Department (248-865-3684) , or email Katrina Crane - katrina.crane@wbsd.org
2. The application must be submitted by a designated person who will be responsible for the event. This person must be at least 21 years of age.
3. Once the application is reviewed and approved, a Facility Use Agreement will be sent to the renter for signature. This agreement will contain the details of the event, an estimate of fees and specific rules/ regulations of the District. This Agreement must be signed and returned to the Operations Department at least one week prior to the event.
4. A certificate of insurance must be provided at least one week prior to event. See below.
5. Without a reservation confirmation, use will be denied.
6. School events are scheduled prior to opening the scheduling of facilities to the public. Non-school events to be scheduled for the school year will NOT be scheduled until after September 15.
7. Payment. See Fees section below.

B. Cancellation

1. Notification of cancellation must be made to the Operations and Maintenance Department at least Two Weeks before the scheduled time of use, or the full rental fee will be charged.
2. If the District is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given. For school closing announcements, listen to the radio and television stations, as well as the web site wbsd.org In the event of emergencies, administration and community education supervision will collectively determine availability of buildings.

C. Liability and Insurance

A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate ("Certificate") is required for each event in the amount of \$1,000,000 per occurrence for commercial and for-profit organizations, \$500,000 per occurrence for nonprofit organizations and \$300,000 per occurrence for individuals and having West Bloomfield School District named as "an additional insured" on the policy. A copy of the Certificate is due at least Two Weeks prior to the event. Failure to present proof of insurance voids all agreements.

***Events without the proper insurance on file will be canceled.**

Fees

D. See attached Rental Rate for each Group.

E. Payment

1. The individual(s) who signed the application and agreement are responsible for payment of all charges associated with the related facility use.
2. A 50% deposit is required for all rentals over \$2,000. This is due at least one month prior to event.
3. Payment in full is expected within 30 days of the event.
4. Inspection will be made of the facility after use. Renter will be responsible for any damages or lack of proper care.