

**HURON SCHOOL DISTRICT
REQUEST FOR BUILDING/FACILITY USAGE
2026-2027**

NAME OF GROUP REQUESTING USAGE _____

CHECK PRIORITY STATUS: Priority 1 ☐ Priority 2 ☐ Priority 3 ☐ Priority 4 ☐ Priority 5 ☐

If unsure of status, check full descriptions along with rental fees at: huronschools.org/district_info/building_use

BUILDING/FACILITY DESIRED _____

ROOM(S) DESIRED _____

EQUIPMENT DESIRED _____ **AUDIO** ☐ **VISUAL** ☐ **WIFI** ☐

DATE OF ACTIVITY _____ **TIME OF ACTIVITY** _____
DATE FROM TO

(If more than one date attach **REPEAT USAGE FORM A**)

NATURE OF ACTIVITY _____

ADMISSION CHARGED YES ☐ NO ☐

IF 'YES', STATE CHARGES _____

Deposit required: YES ☐ NO ☐

IF ADMISSION IS CHARGED, PURPOSE OF PROCEEDS: _____

This is to advise you that all tenants, lessees or any other parties using the facilities of the Huron School District are not covered for any liability by the School District. Charges will coincide with the Huron School District Facility Usage Agreement. **Non-profit agencies must provide current proof of non-profit. All parties are required to provide proof of insurance.**

The user of the School District property hereby assumes all responsibility for any claims or damage incurred during said use of said school property and agrees to hold the School District free and harmless from any claim during the use of School property.

Please initial that you have read the above _____

*ASBESTOS NOTIFICATION: A management plan identifying the location of asbestos containing building material for each school is located in that School Office and the District's entire plan is located in the Superintendent's Office. These plans are available for public and staff inspection during regular office hours. Copies will be made available to the public at a nominal fee. If you have any questions regarding the Huron School District asbestos management plan, please call 734.782.2441.

****ANY CUSTODIAL SERVICES REQUIRED WILL BE DETERMINED BY THE
MAINTENANCE DEPARTMENT ACCORDING TO THE NEEDS FOR EACH EVENT.**

I understand the above information and agree to follow the rules as stated on this form. All fees charged must be paid within 30 days of usage. Late fees may be assessed if not paid on time. **Priority 4 and 5 may be asked to pay a 50% deposit 2 weeks prior to event.**

ALSO: BY SIGNING THIS AGREEMENT I/WE AGREE TO ADHERE TO ALL CDC/STATE OF MICHIGAN PHASE RESTRICTIONS WHEN MANDATED.

Signature of Applicant

DATE

PRINT YOUR NAME

Address (number, street, city, and zip code)

Cell Phone Number

Email address

Permission Granted

☐ YES

☐ NO

Building Coordinator _____

Signature

Building Principal's Signature/Date

THIS FORM IS FOR BUILDING USE ONLY. FOR AUDITORIUM USE - REQUEST ANOTHER FORM.

HURON SCHOOL DISTRICT
RULES GOVERNING USE OF SCHOOL BUILDINGS/GROUNDS
2026-2027 SCHOOL YEAR

1. Permit holders shall not assign, transfer, sublet or charge a fee to others for use of school property.
2. Proper supervision shall be provided by those to whom the permit is granted, including police attendance if necessary, to insure protection of school buildings, grounds and equipment.
3. Participants will not be permitted to wander through the building or be on school premises elsewhere than in rooms specifically indicated on the permit and their direct approaches.
4. School buildings, grounds and equipment may not be used for private or individual gain.
5. The applicant shall be fully responsible for all damage or loss of school property including items that belong to students or employees occurring during the time the building is in use under the permit.
6. **WE ARE A SMOKE FREE ENVIRONMENT. NO SMOKING in the buildings or on school property.**
7. A custodian **MUST BE ON DUTY** whenever buildings are in use. Saturday Custodial hourly rate is \$41.88, Sunday Custodial hourly rate is \$54.96, with a two hour minimum charged. All fees charged are due within 30 days of the building usage and may be subjected to late fees if not paid on time. Priority 4 and 5 users may be asked to pay a 50% deposit two week prior to event. Fees may be assessed for audio, visual and/or WIFI usage.
8. All decorations must be approved by the building principals and erected in a manner that will not be destructive to school property. Any decorations must be removed immediately after conclusion of the function.
9. Alcoholic beverage, liquor or narcotics are not permitted on school property at any time.
10. The facility must be left in the same condition as it was before the event took place or you will be charged a maintenance fee.
11. School activities have precedence over all outside community events. If a school function is requested for a time and date previously approved for a community function, the latter is subject to cancellation. If a school activity is running overtime, the community function must wait until the school program is finished.
12. Requests are to be made at least 7 days ahead of time unless a dire emergency exists.

**FAILURE TO OPERATE WITHIN THE ABOVE RULES
WILL RESULT IN IMMEDIATE TERMINATION OF THE PERMIT.**

If you have any questions, please call the building principal of the facility that you are requesting.

Huron High School
Renton Jr. High
Brown Elementary
Miller Elementary
Ferguson Center
Administration Office

(734) 782-1436
(734) 782-2483
(734) 782-2716
(734) 782-4421
(734) 984-1330
(734) 782-2441

Ms. Megan O'Brien
Mr. Jason Gomez
Mrs. Carrie Fisher
Mr. Andrew Tomasek
Mrs. Christine Sagert
Mrs. Laura DiMambro

For use of the Huron High School Auditorium, please use an Auditorium request form.

Initial to indicate you have read and understand the rules: _____

HURON SCHOOL DISTRICT REQUEST FOR BUILDING/FACILITY REPEAT USAGE

(Priority 1 & 2 Building Usage Form must be submitted at least 24 hour notice unless it is deemed an emergency situation)

2026-2027

NAME OF GROUP _____

BUILDING/FACILITY DESIRED _____

ROOM(S) DESIRED _____ EQUIPMENT DESIRED _____

1. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

2. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

3. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

4. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

5. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

6. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

USE THIS FORM TO REQUEST ADDITIONAL DATES FOR SAME ACTIVITY AT SAME BUILDING.

****ANY CUSTODIAL SERVICES REQUIRED WILL BE DETERMINED BY THE MAINTENANCE DEPARTMENT ACCORDING TO THE NEEDS FOR EACH EVENT.**

**HURON SCHOOL DISTRICT
REQUIRED BACKGROUND CHECKS, HOLD HARMLESS, AND USE
AGREEMENT**

Hold Harmless and Use Agreement made and entered into this _____ day of _____, 20____ by and between the Huron School District, 32044 Huron River Drive, New Boston, MI 48164 and _____ (User).

The User will be permitted access to the School District on _____ (Date) from _____ (Time) and will agree to follow any and all rules governing facility usage listed on the building usage forms.

The specific location of any use shall be subject to the School District's discretion and the User will be responsible for all expenses related to its presence at the School District.

Permit Holders, Groups, and Users are required to conduct thorough, appropriate background checks on all adult employees and/or volunteers that may have contact with minor children while at the District's buildings and on District grounds. Said background checks must include, at a minimum, a search using the Internet Criminal History Access Tool (ICHAT) as provided by the Michigan State Police. Decisions made as a result of said background checks are solely those of the Permit Holders, Groups, or Users and their representatives.

Liability for the failure to perform a thorough, appropriate background check shall be solely on the Permit Holder, Group, or User, including their representatives.

The User agrees to indemnify and hold harmless the School District, its boards, employees, and representatives from any expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees, or any portion of the School District.

The User shall, at its own expense, keep in full force and effect until the cessation of its activity a policy of public liability and property damage insurance with respect to the Huron School District having limits of not less than One Million Dollars (\$1,000,000.00) for each occurrence and aggregate, including bodily or personal injury, product liability, if applicable, and property damage, **with the Huron School District named as an Additional Insured for the period of the activity**. Automobile liability coverage of at least One Million Dollars (\$1,000,000.00) may also be required depending on the circumstances. The User agrees to provide proof of such insurance to the School District at the time the forms are being completed.

User Name

HURON SCHOOL DISTRICT

Authorized Representative

Authorized Representative

Title

Title

Date

Date

Witness

Witness