FACILITY USE APPLICATION

Reset Form | Print Form

West Bloomfield SCHOOL DISTRICT

Submitting 30 days prior to event is recommended.

When requesting the Auditorium or Fields please complete page two.

ABSOLUTELY NO LATEX ALLOWED IN ANY BUILDING. Failure to follow this rule will void any contract and you will be asked to leave.

Return to:
Attn: Facility Use
Operations and Transportation
3340 Orchard Lake Road West
Bloomfield, MI. 48324
Attention:
Katrina Crane

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 ☐ ☐ ☐ ☐ 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

Cost for facility use requested

☐ Lighting ☐ Sound ☐ Auditorium Tech ☐ Lobby
☐ Student Technicians tbd. by WBSD
☐ Other needs _____

FIELDS

Fields available please check:

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

Cost for facility requested

☐ Other Needs _____

NATATORIUM

Cost for facility requested

Natatorium Needs - please check all that apply

☐ Pool ☐ Girls Locker Room ☐ Boys Locker Room ☐ Hallway
☐ Balcony

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		#		Microphone(s)	Location
	Tables # 8ft	Location		#		TV/VCR	Location
	Other #	Location		#		Overhead Projector	Location
	Other #	Location		#		Ext. Cords	Location
	Other #						

Equipment

Final Signatures for Agreement

Facilitiy Operations

_____

Quote approved by:

Katrina Crane Date: _____

Rental Customer signature

_____

Dated: _____

Custodian(s) _____

_____
_____
_____
_____

Lifeguard(s) _____

_____
_____
_____
_____

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 48 hours 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 one week prior to the event. Failure to present proof of insurance voids all agreements.

Events without the proper insurance on file will be cancelled.

Classification of Users

A. Group A - District school and direct school support groups. Student enrichment and staff use. Governmental units (including polling sites) and charitable organizations. These users are charged direct costs only.

B. Group B - Govt. & Municipal, School affiliated sports teams, and employees of WBSD. These users are charged direct costs and 50% of the rental rates charged to Group C. **Group C** - All other businesses and organizations and sports groups. Includes colleges, private and parochial schools, driving schools and dance studios. These users are charged direct costs and the full rental rate.

Fees

A. See attached Rental Rate Sheets for each Group.

B. Payment

1. The individual(s) who signed the application and agreement are responsible for payment of all charges associated with the related facility use. An estimate of fees is a part of the Facility Use Agreement.
2. Individuals/groups are billed at the conclusion of their event or monthly for recurring events.
3. A 50% deposit is required for all rentals over $2,000. This is due at least one month prior to event.
4. Payment in full is expected within 30 days of the event.
5. Inspection will be made of the facilitiy after use. Renter will be responsible for any damages or lack of proper care.