

Please read this form carefully, fill out blanks indicated in blue or by checkmarks, print and return to Building Services.

## USE OF SCHOOL FACILITIES

All organizations or groups desiring to use school facilities must fill out an application form. For short-term rentals<sup>1</sup> the rental representative must get the approval from the rental facilitator or designee and for long-term rentals<sup>2</sup> the rental representative must get approval from the superintendent's designee prior to using said facility. The representative signing the application must be a responsible person who will be held personally accountable for fulfillment of the terms of the agreement. The person will be referred to throughout this agreement as the "rental representative."

The rental representative agrees to:

1. abide by all general regulations as established by the Board of Education in the policy for the use of school facilities.
2. let the rental facilitator act as the agent of the Board of Education in scheduling and fulfilling of this agreement except in the event of his/her absence such matters are to be referred to the Assistant Superintendent for Finance.
3. direct all requests, suggestions, criticisms and other reports concerning this agreement to the rental representative and by him/her to the rental facilitator during regular office hours.
4. assume responsibility for the building and users while in use by this group for the purpose(s) stated in this application.
5. limit the use of the building to the purpose and description stated in the application. Any proposed changes shall, if approved, be made part of this agreement.
6. be shown locations of emergency equipment switches and procedures by the building designee. The rental representative will personally assume the responsibility for the actions and safety of all persons entering the building and shall have the authority to limit entrance to those individuals who comply with the rules governing the use of the building by this agency for this purpose.
7. personally check all exits, lights, restrooms, etc. as directed by the building designee before leaving the building. The rental representative shall also report to the rental facilitator or building designee at the earliest practical opportunity any damage or unusual condition observed.
8. have adult sponsor in attendance. It is suggested that there be one adult sponsor for every ten students.
9. prohibit smoking, gambling and the use of alcohol on school premises.
10. not to use appliances in building unless authorized person is present.
11. remove all refuse and garbage from building before leaving.
12. have no food or beverages taken into or consumed in the building unless appropriate precautions are taken.
13. have athletic equipment issued and trained by school district for set up.
14. use proper footwear when using the gym floor.
15. let the West Ottawa School District do any special snow plowing that is required to carry out the rental agreement. The rental representative will be charged accordingly.
16. have pool rental done through the Operations Office. The Office will also provide pool certified supervisor at renter's cost.
17. meet all Federal ADA (Americans with Disabilities Act, Public Law #101-336) guidelines, including financial responsibility.
18. be financially responsible for all costs including rent, damages, and any added personnel costs. All late payments shall be assessed a monthly 2% fee which shall be paid in full.

### LONG-TERM RENTALS/TOURNAMENTS

Furnish a certificate of insurance to the Business Office, assuring the following liability and property damage coverage:

<b>Bodily Injury Liability</b>		<b>Property Damage Liability</b>		<b>Medical Liability</b>		<b>Worker's Comp</b>	
Each Accident	\$1,000,000	Each Person	\$1,000,000	Each Person	\$ 15,000	Statutory Limits	
				Each Accident	\$ 15,000	(employers only)	

### **CHURCH OR OTHER RELIGIOUS GROUP(S):**

When making application on behalf of a church or other religious group, the following criteria must be met:

1. Show proof of property ownership within the District or acceptable proof of intent to build within the District (building plans).
2. Provide a list of members (at least 50% of the active members must reside in the West Ottawa School District).

I agree to accept liability for charges incurred due to damages to the building and/or the equipment. I also agree to be responsible for adhering to the terms of the agreement.

\_\_\_\_\_  
Rental Representative Signature/Acceptance

\_\_\_\_\_  
Date

**The West Ottawa School District reserves the right to change scheduled activities 60 days prior to event.**

### Definitions:

<sup>1</sup>Short-term rental agreement means that a group would rent a school facility for one day.

<sup>2</sup>Long-term rental agreement means that a group would rent a school facility for a consecutive, extended time period. For example: A group would use a building every Wednesday night for two months.

**Participation shall not be limited by reason of race, religion, color, national origin, gender or any other protected class.**

Please Note: The rental rates can no longer be subsidized by the School District. This began in 2012 when the State of Michigan reduced funding to the School District by \$3.5 million annually. We apologize for the change in policy that was made necessary by the Michigan legislature's large cuts in funding to the School District.

**FACILITY USE PERMIT**  
West Ottawa Public Schools  
Holland, Michigan

**Policy #7510**

**READ REGULATIONS WHICH ACCOMPANY THIS FORM.** Date of Request \_\_\_\_\_

Complete, print, and return to the Building Services Department four weeks in advance of desired date.

Facility requested for rent \_\_\_\_\_

Date(s) of rental \_\_\_\_\_ Event Time: From \_\_\_\_\_ to \_\_\_\_\_

Building Needed: From \_\_\_\_\_ to \_\_\_\_\_

Description of proposed use \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Number of people in group \_\_\_\_\_

Is this activity for profit:  Yes  No Is there a participation fee:  Yes  No \$ \_\_\_\_\_

Check facilities requested:

- Gym  Restrooms  Classrooms  Other \_\_\_\_\_
- Multipurpose Room  Library  Pool

Equipment (number needed)

\_\_\_\_\_ Chairs Tables: \_\_\_\_\_ Conference \_\_\_\_\_ Athletic Equipment \_\_\_\_\_ Other  
\_\_\_\_\_ Piano \_\_\_\_\_ Cafeteria \_\_\_\_\_ Audio Visual \_\_\_\_\_

NOTE: There is a fee, if applicable, for set-up and tear down of needed equipment.

Name of Rental Representative: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Signature of Rental Representative:**

**Office Use Only**

Charges:	Estimate at time of application	Complete after event for billing	Posting Status:
<b>Application Fee</b>	<b>\$ 30.00</b>	<b>\$ 30.00</b>	<input type="checkbox"/> Schedule on Dynacal
Basic Rental Fee	_____	_____	<input type="checkbox"/> Send copies out – Renter, Staff
Parking Attendants	_____	_____	<input type="checkbox"/> Send out Invoice
Police Officers	_____	_____	
Custodian on Duty	_____	_____	
Cust.-Opening/Closing	_____	_____	
Food Service	_____	_____	
Equipment	_____	_____	
Snow Plowing	_____	_____	
Pool	_____	_____	
Other	_____	_____	
<b>TOTALS</b>	<b>\$ _____</b>	<b>\$ _____</b>	

**Billing to be done 5 days after rental.**

Approved by: \_\_\_\_\_  
Building Adm./Supt.

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

**Make all checks payable to: West  
Ottawa Public Schools**