

Niles Community Schools
Niles, Michigan

CONTRACT FOR RENTAL / USE OF A SCHOOL FACILITY

Complete, sign, and return this form to the building principal or administrator in charge of the facility you wish to use.

Date(s) facility to be used _____

name of organization or person

Hours of use from _____ to _____

address

Person assuming responsibility for appropriate use of the facility, including financial liability.

city state phone

name phone (day and evening)

Facility	Non Profit	For Profit	Charges	Special Arrangements /Needs
Senior High Big Gymnasium	\$50.00	\$100.00		<i>Principal...please list any special needs or concerns you may have regarding the use of your facility. For example, kitchen and auditorium use generally require the presence of school staff.</i>
Senior High Little Gymnasium	\$35.00	\$70.00		
Senior High Locker Room	\$10.00	\$20.00		
Senior High Auditorium	\$60.00	\$120.00		
Senior High Cafeteria	\$30.00	\$60.00		
Senior High Kitchen	\$15.00	\$30.00		
Senior High Classroom	\$15.00	\$30.00		
Middle School Gymnasium (and Ballard)	\$35.00	\$70.00		
Middle School Locker Room	\$10.00	\$20.00		
Middle School Cafetorium	\$35.00	\$70.00		
Middle School Kitchen	\$15.00	\$30.00		
Middle School Classroom	\$15.00	\$30.00		
Elementary Gymnasium	\$20.00	\$40.00		
Elementary Cafeteria (Ballard only)	\$35.00	\$70.00		
Elementary Kitchen (Ballard & Howard only)	\$15.00	\$30.00		
Elementary Classroom	\$15.00	\$30.00		
Administrative Center Board Room	\$25.00	\$50.00		

Added Custodial Costs	
Added Security Costs	
Total Cost	

Deposit Received	
Amount Due	

IT IS ACKNOWLEDGED BY THE UNDERSIGNED THAT THE INFORMATION ABOVE IS ACCURATE, AND THAT THE INFORMATION ON THE BACK OF THIS PAGE HAS BEEN READ AND AGREED TO.

IT IS FURTHER AGREED BY THE UNDERSIGNED THAT THE ORGANIZATION/PERSON WILL SAVE AND HOLD THE BOARD OF EDUCATION ON THE NILES COMMUNITY SCHOOL DISTRICT HARMLESS OF AND FROM ANY AND ALL LOSS, DAMAGE OR INJURY WHICH IT MIGHT SUSTAIN OR BECOME LIABLE FOR, TO ANY PERSON OR PERSONS WHOMSOEVER, OR PROPERTY, ARISING FROM ANY CAUSE OR FOR ANY REASON WHATSOEVER TO AND ABOUT, DURING AND BECAUSE OF THE USE OF THE FACILITY.

organization designee, or individual

principal / administrator

date

over ►

RENTAL / USE CONDITIONS

PRIORITY: Priority will be given to school related functions (plays, concerts, programs, PTO meetings, event practices, etc.) followed by athletics, community organizations, and individuals. Non profit functions will be given preference over for profit functions. School facilities will not be used for private parties, reunions, receptions, etc. or for an individual to use for commercial purposes.

THE CONTRACT: A contract must be completed by everyone wishing to use school facilities for events scheduled to begin other than on or about the end of the regular school day.

Applications for use may be made with the principal or administrator (or designee) of the building to be used. With the principal or administrator's approval the signed application may become a contract and be added to the building schedule. If applicable the estimated cost of using the facility shall be paid before the activity occurs. Any added costs will be billed after the activity occurs and will include any damage costs. Failure to pay within 30 days of such contract is sufficient reason to be denied any future use of school facilities. Cancellations must be made with the principal or administrator at least 48 hours before the scheduled event and any costs of the district prior to the time of cancellation shall be recognized as a liability of the person who signed the contract.

SPONSOR: Groups must have a recognized, responsible adult sponsor at least 21 years of age. This adult must sign the contract and be present when the facility is used. The sponsor should be carrying a copy of the rental agreement with them while in the facility.

CONDUCT: Smoking is not permitted on any school grounds at any time. Smoking is allowed in designated areas, outside the buildings, after 6:00 pm. Alcoholic beverages are not permitted on school property. The principal, administrator or custodian has the authority to limit the use of the building to the terms of the contract. Any disorders will be reported to the police.

USE TIME: Use of the rental facility shall be limited to 4 hours. Additional use shall be charged at an hourly rate (computed at 25% of initial use cost).

WEEKDAY USE: Facility use shall conclude 30 minutes prior to the end of the custodial work day.

CUSTODIAL CHARGES: During the week, no additional custodial charges will be required. On weekends the need for custodial services shall be determined by the Director of Operations. Custodial charges will be at the rate of \$25.00 per hour.

SECURITY: When, in the opinion of the principal or administrator, security is needed during the time of the activity, the costs of such services shall be added to the contract.

RESPONSIBILITY FOR LOSS AND DAMAGE: The individual signing the contract assumes responsibility for the use of the school facility and equipment. Accordingly, the group using the facility may be charged for any damages to the facility or school property. Additional liability insurance may be requested if deemed necessary by the Board of Education. Misuse, as determined by the principal, administrator, or custodian, may result in the offending group's removal and/or suspension from further use of school facilities. A deposit of up to \$100.00 may be required when the activity may be of such a nature as to cause damage to property. All areas are to be left as they were found, in good condition.