

**Harbor Beach Community Schools
Facilities Rental Agreement**

Application Date: _____

Applicant's Name: _____

Address: _____

Phone Number: (Home) _____ **(Cell)** _____

Organization: _____

Nature of Activity: _____

Date(s): _____ **Day:** *Su* *M* *Tu* *W* *Th* *F* *Sa*

Hours: _____ **a.m.** _____ **p.m.** **To** _____ **a.m.** _____ **p.m.**

***Total Rental Time:** _____

Equipment Needed:

- Chairs - #** _____
- Tables - #** _____
- Microphone**
- Speaker's Stand**
- Special Lighting**
- Stage**
- Piano**
- Other:** _____

RENTAL TIME MUST INCLUDE ANY NEEDED SET UP AND CLEAN UP TIME

Harbor Beach Community School believes in partnering with the community members and community organization whenever possible. It is the obligation HBCS to support first and foremost the students of the district and school sponsored events. We believe in supporting our community and are honored to be able to give back to our community with reasonable usage of our facilities. We also believe we must be solid financial stewards of these wonderful facilities and hope to create a balance that includes recognizing personal expenses that accompany usage of our facilities. We also recognize the usage of our facilities is accompanied by expenses for heating, electrics, water, staffing, etc. Additionally, our facilities are no different than others, even "regular" usage of the facilities will cause general wear and over time this wear will accumulate. As a result equipment will need to be replaced and/or serviced, which will require district financial support.

Please see the reverse side for guidelines and rates.

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<i>LOCATION</i>	<i>GROUP #1 HBCS Internal</i>	<i>GROUPS #2 HBCS Internal- Personal Use</i>	<i>GROUPS #3 Community Non-Profit</i>	<i>GROUPS #4 Community For-Profit</i>	<i>Total Hours</i>	<i>Total Cost</i>
ELEM:						
Classroom	N/C	\$20.00/Hr.	\$25.00/Hr.	\$30.00/Hr.		
Library	N/C	\$20.00/Hr.	\$25.00/Hr.	\$30.00/Hr.		
Elementary Computer Lab	N/C	\$20.00/Hr.	\$25.00/Hr.	\$30.00/Hr.		
MIDDLE SCHOOL:						
Classroom	N/C	\$20.00/Hr.	\$25.00/Hr.	\$30.00/Hr.		
Middle School Computer Lab	N/C	\$20.00/Hr.	\$25.00/Hr.	\$30.00/Hr.		
HIGH SCHOOL:						
Main Gymnasium	N/C	\$20.00/Hr.	\$25.00/Hr.	\$50.00/Hr.		
Classroom	N/C	\$20.00/Hr.	\$25.00/Hr.	\$30.00/Hr.		
Library	N/C	\$20.00/Hr.	\$25.00/Hr.	\$40.00/Hr.		
North/South Computer Lab	N/C	\$20.00/Hr.	\$25.00/Hr.	\$30.00/Hr.		
Shared Spaces:						
Kitchen Area Only	N/C	\$20.00/Hr.	\$25.00/Hr.	\$30.00/Hr.		
Cafeteria without Kitchen	N/C	\$20.00/Hr.	\$25.00/Hr.	\$40.00/Hr.		
Cafeteria and Kitchen	N/C	\$40.00/Hr.	\$50.00/Hr.	\$70.00/Hr.		
K-8 Gym	N/C	\$20.00/Hr.	\$25.00/Hr.	\$40.00/Hr.		
Office Spaces	N/C	\$20.00/Hr.	\$25.00 / Hr.	\$30.00/Hr.		
Concession Stand	N/C	\$5.00 / hr additional				
Total Cost for Event						\$

Please make checks payable to Harbor Beach Community Schools or HBCS.

Signature: _____ Date: _____

Printed Name: _____

Request has been Approved Disapproved for the reasons stated below:

Director of Operations Signature

Date

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General Background for Charges:

The following guidelines were developed based on a few general concepts: HBCS does not desire to “make money” from non-profit groups or charitable activities. However, HBCS should not be taking on “additional costs” impacting its budget and its students from supporting any outside groups or activities. We feel for-profit activities and organizations fall into a different category from non-profit, and the district reserves the right to gain financially from for-profits groups who are also gaining financially from using our facilities. Additionally, at least two criteria are important in determining charges for any use of our facilities 1) Is the group using the facility 100% composed of currently enrolled full time HBCS students? 2) Is the group using the facility a school sponsored group? If both these criteria are met with an answer of yes, they are separated into a separate category.

Group Designations/Costs:

Each person/group should first be divided into one of the following “Group Categories”

- **Group 1** –
 - Groups of students, staff, and/or adults for HBCS sponsored activities made up of 100% HBCS full time students. Activities that are an extension of the school day. For example Homecoming, Band Practice, NHS Night, Title 1 Family Nights. For these custodial costs and kitchen costs are waived for Group 1. However please note: kitchen staff must be on site and/or “serve safe” certified staff in order for the kitchen to be used
- **Group 2** –
 - School Staff with non-school related activities; individuals or groups for PRIVATE/RECREATIONAL use. (Christmas Parties, Children’s Birthdays Parties, Weddings, Etc.)
- **Group 3** –
 - Non-HBCS (or Non-school); community, league or club events – for private or recreational use. Non-HBCS sports practices, mixed sports practices where less than 100% of the students involved are HBCS students, charitable events, non-school fund raisers, or academic events with students where less than 100% of the students involved are HBCS students. All non-school sponsored events.
- **Group 4** –
 - Individuals or groups for profit. Example: Drivers Training, Fitness Instruction, Non-HBCS Tutoring, etc. Within this category “Ongoing Rentals” of rooms or outside spaces can be arranged with agreement of the superintendent. All 1 and short time only usage of facilities should follow the outline below.

Review of Building Rental Guidelines and Rates:

The following steps serve as a guideline for usage of Harbor Beach Community Schools’ facilities. The district superintendent reserves the right to modify these guidelines if needed.

The following rules and regulations must be followed in order to operate and maintain our schools efficiently:

*****PLEASE READ AND UNDERSTAND ALL PART OF THIS DOCUMENT BEFORE SIGNING THE CONTACT.**

- All events must be supervised by a responsible person. (we may require a school employee to be present)
- State Law dictates that no alcoholic beverages, tobacco, or drugs are to be taken into the

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- building or consumed on any/all school property.
- Facilities are to be left clean and orderly after use. (Permission must be obtained from the building Principal/Athletic Director/Superintendent before tape, pins , etc. can be used)
 - Payment is to be made to the school for all costs incurred because of damage to or theft of school property.
 - Only the areas and equipment noted on this contract are to be used.
 - A custodian will be in attendance during use of the facilities. Custodial fees will be assessed for activity (This includes set up and clean up along with building security after the function). The rate charged for custodial coverage during facilities usage is not intended for the district to “make money”. The intent is for the district to not “be in debt” because of external use of the building. We have determined cost by taking an average custodian hourly salary paid by the district including federal and state taxes.
 - Please note, HBCS Custodial and Food Service Union contracts recognize the requirement of these school staff to be involved in extra duty assignments. The district must abide by these contracts.
 - In most cases a staff member must be in attendance for the duration of the event. In some rare cases a minimum fee of 1 hour setup and 1 hour “take down” will be charged for each event. Additionally in some rare cases 1 hour setup fee can be waived if agreed to by a building administrator, athletic director, or superintendent. The decision on final format for charging is with the superintendent.
 - The Board of Education reserves the right to refuse rental and use of facilities to any group or organization when they feel this use might be detrimental to the educational program, or when the risk is such that it would not pay for the upkeep of facilities.
 - The district has the right to cancel any event due to weather.
 - A certificate of insurance in the amount of \$1,000,000.00 is required unless expressly waived by the district.
 - All facilities shall be closed by 11:00 pm Monday – Saturday and 9:00 pm on Sunday