

**Harbor Beach Community Schools
Building Use Form
School, Non-Profit & Community Groups**

Room Requested: _____ Application Date: _____

Applicant's Name: _____

Address: _____

Phone Number: (Home) _____ (Cell) _____

Organization: _____ Room Requested _____

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

Stage

Piano

Special Lighting

Concession Stand

Other: _____

BUILDING USE TIME MUST INCLUDE ANY NEEDED SET UP AND CLEAN UP TIME

Harbor Beach Community School believes in partnering with the community members and community organizations whenever possible. It is the obligation HBCS to support first and foremost the students of the district and school sponsored events. Secondly, 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 we must ensure those using our facilities recognize the importance of keeping each space free from damage and highly clean. With this in mind, a combined security and cleaning deposit is required for all using our facilities. These deposits are refunded after inspection of our facilities. The maximum deposit will be \$500 if multiple spaces are used.

- \$100 Deposit ~ For Classroom, Office, or Concession Space
- \$250 Deposit ~ For Computer Labs, Elementary Library, High School Library
- \$400 Deposit ~ Either Gym, Kitchen, Cafeteria only or Kitchen Cafeteria together

If facilities usage is granted, the user agrees to be responsible for any accidents or injuries sustained by any person attending or participating in the program no matter where that takes place on school ground. Further, in accordance with State requirements and Board Policy, the user(s) agree that there shall be no use of tobacco, vaping, or controlled substances in the school building. The user also agrees to abide by all Board Policies at all times.

The Facilities Requester agrees to indemnify and hold the Harbor Beach Community Schools harmless from and against any and all claims for damages or injuries to persons or property arising from alleged actions or failures to act by the Facilities Requester, its officers, agents, employees, or invitees, past and present.

Your signature below certifies you have understood this contract (both sides) and agree to abide by the rules within it.

Facilities Requester

Date

Submit completed Building Use form to a building secretary

- Internal Use:
- Orig to District Office
 - Record on MoJo Help Desk-attach scanned form
 - Approved copy to requester
 - Record on Google Room Use Calendar

Harbor Beach Community Schools
Building Use Form
School, Non-Profit & Community Groups

Harbor Beach Community Schools
Facilities Usage Guidelines

The following guidelines must be followed for usage of Harbor Beach Community Schools' facilities. The district and its superintendent reserve the right to modify these guidelines if needed.

PLEASE READ AND UNDERSTAND ALL PARTS OF THIS DOCUMENT BEFORE SIGNING THE CONTRACT

The following rules and regulations must be followed in order to occupy and use our schools facilities:

- All events must be supervised by a responsible person. (we may require a school employee to be present)
- Again all events and facilities used MUST have a responsible person present at ALL times. This includes ever moment the building is in use from the moment the first person enters until the last person leaves school grounds with no exceptions.
- State Law dictates that no alcoholic beverages, tobacco, vaping materials, or drugs are to be taken into the building or consumed on any/all school property.
- At no time will school doors be propped open.
- All lights must be turned off when leaving and all doors/windows be secure.
- 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)
- No posters, banners, flyers, etc may be hung from or on any part of the facility without preapproval.
- Payment of security deposited will be made before usage of the facilities.
- The district has the right to charge the organization using the facilities an amount in addition to the security deposit for damage caused during the usage of the facility or extreme lack of cleanliness.
- Security deposits will have deducted from them all costs incurred because of damage to or theft of school property.
- Security deposits will have deducted from them all costs incurred because of in adequate cleaning or care of school property.
- Only the areas and equipment noted on this contract are to be used.
- 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.
- 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 Board of Education reserves the right to refuse rental and use of facilities to any group or organization when it deems it would potentially reflect the district in a negative light or bring with it potential hostile or unsafe individuals.
- The district has the right to cancel any event due to weather or any other reason.
- 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

Request is: **Approved** **Not Approved**

School Official

Date