

# FACILITY USE APPLICATION

IMLAY CITY SCHOOLS  
 634 W. BORLAND RD, IMLAY CITY, MI 48444  
 (810) 724-2765 FAX (810) 724-4307

- Custodian  
 Bus Garage  
 File  
 Technology  
 Other \_\_\_\_\_

**CONTACT INFORMATION**

Name	Organization Name
Street Address	City, Zip
Home Phone	Mobile Phone

**EVENT INFORMATION**

Building Requested	Room(s) Requested	
Name/Type of Event	Request Building From _____ am/pm to _____ am/pm	Specific Time of Event _____ am/pm to _____ am/pm

**DATES REQUESTED (list below)**


### SCHOOL YEAR 2023-2024

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4							1	2					
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16						
16	17	18	19	20	21	22	20	F	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23						
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31								26	27	28	29	30								24	25	26	27	28	29	30
30	31																																							31							

  

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	L	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	24	25	26	27	28	29	30	28	29	30								26	27	28	29	30	31	23	24	25	26	27	28	29
													31																				30								

**SET UP REQUESTS**

Number of people attending: \_\_\_\_\_ Chairs required:  Yes  No How many: \_\_\_\_\_  
 Tables required:  Yes  No How many: \_\_\_\_\_

**ADDITIONAL NEEDS**

PA System  Projector  Lectern  AV Equipment  Microphone  Other \_\_\_\_\_

*Note: In signing this application, the person or organization requesting facility use agrees to abide by the rules and regulations as stated in the building usage policy listed on the back of this form. The above entity also agrees to indemnify and hold harmless Imlay City Schools and its employees from all losses resulting from the use of district buildings and grounds.*

**Signature of Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Not valid until authorized and scheduled. Cancellations must be made at least 48 hours in advance, or the full rental fee will be charged. All cancellations must be in writing.*

**SCHOOL-SPONSORED ACTIVITIES HAVE FIRST PRIORITY. THE USE OF SCHOOL FACILITIES BY GROUPS MAY BE CANCELLED AS SCHOOL-SPONSORED ACTIVITIES ARISE. PLEASE DO NOT PUBLISH YOUR EVENT UNTIL AUTHORIZED.**

**Facility-Use Regulations**

- Sponsoring organizations will provide sufficient competent adult supervision. Sponsors for each group must be present when buildings are being used.
- Applicants will supply any special supervision needed: i.e., police protection, parking supervision, etc.
- Alcoholic beverages are not permitted in the school district facilities or on school district property at any time.
- Smoking is not permitted in any of the facilities of the school district.
- Use of materials on floors, walls or other parts of a building is prohibited without specific approval of the building principal.
- Electrical equipment cannot be used without specific approval of the building principal. Request for such approval will be made at the time of submitting application for building use.
- Decorations shall be fireproof and shall be erected in a manner that will not be destructive to school property. Fire and safety guidelines will meet the approval of the building principal.
- All advertising, except that incidental to the program, and all sales of merchandise, printed matter or other materials are forbidden on school district premises in connection with any meeting except with the approval of the Superintendent of Schools.
- All buildings shall be vacant by 10:30 p.m., no facilities shall be rented past 10:00 p.m. without special approval of the Superintendent. This process allows ½ hour for clearing the building.
- Rental contracts under this policy are not transferable.
- Rental fees and service charges shall be determined in advance. Reservations may be cancelled, but notification must be made forty-eight (48) hours prior to scheduled usage. Otherwise, the renter will be required to pay the full amount of the fee originally determined.
- A cook must be present when kitchen facilities (ovens) are in use. Labor costs for this service will be added to the base contract amount.
- Any individual or group using the School District facilities agrees to hold the Board harmless from any liability arising from such usage and will provide written proof of insurance when requested.

**Conditions for Public Use of School District Facilities**

- Programs interfering with the regular school work or programs determined to be a nuisance by school officials will be denied building usage.
- School facilities are not available to religious groups, partisan political meetings or meetings of similar nature when classes are scheduled.
- Reservations for building usage can be made only after the school calendar has been officially determined. School officials must complete this by October 1<sup>st</sup> of each year.
- The use of facilities by commercial firms is limited to those owned by residents of the school district and located within the school district, or when it can be established that a substantial number of persons in attendance at such activities will be residents of the district.
- Local commercial firms will be given a scheduling preference over commercial firms located outside of the district, provided they make their requests prior to October 1<sup>st</sup>.
- Users may be requested to present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules.
- Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- Users shall be financially liable for damage to the facilities and for proper chaperonage.

**JV/Varsity Baseball-Softball Fields Usage Fees**

Varsity Fields:	\$30.00 per hour
JV Fields:	\$20.00 per hour

Fee must be paid when facility use application is submitted.

Consideration on field usage fees will be given to those submitting receipts for field improvements.