



Sand Creek Community Schools

# Facility Use Agreement

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Type of program: \_\_\_\_\_

Dates (s) of Use: \_\_\_\_\_

Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_

Set-up start time: \_\_\_\_\_

Clean-up end time: \_\_\_\_\_

## **FACILITY REQUESTED:**

### **BUILDING**

### **LOCATION**

### **EQUIPMENT NEEDED**

Elementary

Gymnasium

Tables/Benches: Quantity: \_\_\_\_\_

Jr. High

Cafeteria

Chairs: Quantity: \_\_\_\_\_

High School

Kitchen

Sound System—\$20.00 flat fee

Jr. High Stage

Podium—\$ 5.00 flat fee

Library

Bleachers—\$ 5.00 flat fee

Classroom

Curtain Backdrop—\$ 30.00 flat fee

Pavilion

Requested room # \_\_\_\_\_

## **CLEAN UP COMMITTEE:**

The following people have agreed to serve as a clean-up committee, to see that all properties are returned, and the room swept and left in good order before \_\_\_\_\_ a.m./p.m. on the following day, or as specified by the maintenance supervisor.

Clean up Crew: \_\_\_\_\_

Signed by committee chairman: \_\_\_\_\_

These arrangements have been discussed with the sponsor or sponsors of the group and are hereby approved.

Signed by sponsor of organization or Advisor: \_\_\_\_\_

## **ADMINISTRATION APPROVAL:**

1. Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

2. Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

3. Cafeteria (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

4. Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

5. Building Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

**READ AND SIGN ATTACHED RENTAL AGREEMENT**

REVISED 12/11/2017

# RENTAL AGREEMENT

**Name:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

I agree to be responsible for any and all damages incurred to this property while it is leased in my name. Any payments for damages incurred must be paid within ten days after rental of said facility. Payment is due and payable at time this agreement is signed. Checks should be made payable to Sand Creek Community Schools.

Permission must be obtained in advance for use of equipment that belongs to the school and/or P.T.O., Band Boosters, Athletic Boosters, etc. (i.e. dishes, coffee maker, etc.). Officers of these organizations must be contacted by the lessee for approval and they are to inform the school of this approval. Dishes for banquet purposes are not available in the elementary school. The ovens in the school kitchens are not to be used by the contracting party unless they obtain the services of a school cook. Cooks will act only in a supervisory capacity.

Before the school can give consent to the use of kitchen facilities, the party must ascertain from the cafeteria manager whether they or another school cafeteria employee will be present while the meal is being prepared. The lessee will be responsible for paying the cafeteria employee directly for their services at the rate requested by them. If this arrangement cannot be made, then the kitchen facilities cannot be used for cooking purposes. Dinners for 50 or more people (up to 275) will require the supervision of one cook. Banquets for 275 or more will require the supervisory services of two cooks.

All facilities used by a group must be left clean and all waste must be placed in the dumpster. Lights and other electrical equipment must be turned off and/or disconnected before leaving the building. All exit doors must be closed and locked before leaving the premises. Thank you for your cooperation.

## Requirements

Each group using a school facility must:

1. Have proper supervision at all times from opening to closing time.
2. No one from the school, under Group D, will be required by the school to act in a supervisory capacity. Should any organization need special supervision, it will be the responsibility of said organization to obtain and pay for any needed supervision. The organization (s) will also inform the school office of the names, addresses, and telephone numbers of said persons who are to act as supervisors. Supervision includes all areas of the school being used for the rented occasion.
3. Request number of chairs, tables, other school properties, at the time permission is requested. See rental schedule.
4. Pay replacement cost(s) for any and all damages which occur to school property (ies) due to negligent supervision, accident, or any other damage caused by students or adults in the use of the building, equipment and all other school property, including grounds and related equipment, etc.
5. Abide by all rules and regulations relating to the use of specific areas or equipment requested.
6. No group may use any building or portion thereof for any purpose which, in the estimation of the Board of Education, would operate to the detriment of the Constitution of the United States of America.
7. If power equipment is to be used, special permission must be secured from the individual(s) in charge of said equipment, plus the school administration. Any major activity which requires staff attendance will cost an additional fee for the person engaged to perform said work.

Location	Group	Hourly Rate	Custodian Fee
One Classroom	C – Non-profit	\$15.00	\$30 flat fee
Cafeteria and/or Kitchen	C – Non-profit	\$18.00	\$30 flat fee
Elementary Gym	C—Non– Profit	\$ 18.00	\$30 flat fee
Jr. High Gym / Stage	C – Non-profit	\$20.00	\$30 flat fee
High School Gym	C – Non-profit	\$25.00	\$30 flat fee
	Tournament	\$30.00	\$30 per hour charge
	Seasonal (12 uses – 2 hr/each use)	\$400.00	
Flat Fee	◆ Chairs—\$ 0.25 each    Table—\$ 5.00 each		
	◆ D - Fundraising groups pay \$5.00 per hour more. The custodial fee is \$ 30 per hour.		
	Sound System—\$20.00 Podium or bleachers—\$ 5.00 each Curtain—\$ 30.00		

Lessee/User Signature: \_\_\_\_\_

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

**DEPOSIT/RENTAL FORM  
FOR USE OF  
PAVILION RESTROOMS**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

DATE PAVILION TO BE USED \_\_\_\_\_

DATE KEY GIVEN \_\_\_\_\_

DATE KEY TO BE RETURNED \_\_\_\_\_

SIGNATURE\* \_\_\_\_\_ DATE \_\_\_\_\_

**\*With your signature you agree to return the key the next business day to the high school office and that the restrooms and pavilion will be left free of trash. Please use your own garbage bags and take garbage with you. Also, it is your responsibility to post a notice for your intended times you are using the pavilion.**

\_\_\_\_\_

KEY GIVEN \_\_\_ INT \_\_\_\_\_                      \$25 DEPOSIT RECEIVED \_\_\_ INT \_\_\_\_\_

KEY RETURNED \_\_\_ INT \_\_\_\_\_

**Please contact Sarah Thomas, with any questions or concerns.**

**OFFICE USE ONLY**

Lessee/User: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Dated added to Outlook Calendar: \_\_\_\_\_

Key Pickup/N. Gym Door: \_\_\_\_\_ Yes (When: \_\_\_\_\_)  
 \_\_\_\_\_ NO

**RENTAL FEE:**

Location/Group	Number of Hours	Hourly Rate			
		X	\$	=	\$
		X	\$	=	\$
Custodial Fee		X	\$ 30.00	=	\$
Sound System	Flat fee		\$ 20.00	=	
Podium	Flat fee		\$ 5.00	=	
Bleachers	Flat fee		\$ 5.00	=	
Curtain	Flat fee		\$ 30.00	=	
Chairs (if taken from school)		X	\$ 0.25 each	=	\$
Tables (if taken from school)		X	\$ 5.00 each	=	\$
<b>TOTAL AMOUNT DUE</b>					\$

Total Amount Due: \$ \_\_\_\_\_

Total Amount Paid: \$ \_\_\_\_\_

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

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



# SAND CREEK COMMUNITY SCHOOLS

6518 Sand Creek Hwy.  
Sand Creek, MI 49279  
Phone: 517-436-3108  
Fax: 517-436-3143  
Website: sc-aggies.us

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## DEPOSIT/RENTAL FORM FOR USE OF PAVILION RESTROOMS

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

DATE PAVILION TO BE USED \_\_\_\_\_

DATE KEY GIVEN \_\_\_\_\_

DATE KEY TO BE RETURNED \_\_\_\_\_

SIGNATURE\* \_\_\_\_\_ DATE \_\_\_\_\_

**\*With your signature you agree to return the key the next business day to the board office and that the restrooms and pavilion will be left free of trash. Please use your own garbage bags and take garbage with you. Also, it is your responsibility to post a notice for your intended times you are using the pavilion.**

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KEY GIVEN \_\_\_ INT \_\_\_\_\_ \$25 DEPOSIT RECEIVED \_\_\_ INT \_\_\_\_\_

KEY RETURNED \_\_\_ INT \_\_\_\_\_

**Please contact Tracy Desormeaux, with any questions or concerns.**