

# Application for Use of School Facility

## CHEBOYGAN AREA SCHOOLS

231.627.4436

7461 N. Straits Hwy. – Cheboygan, MI 49721

Fax: 231.627.9105

### Applicant Information

Name of Organization:

Applicant Name:

Phone:

Mailing Address:

City:

State:

ZIP Code:

### Organization/Facility Information

Admission Charge: Yes No

School Preferred:

Room:

Nature of Activity:

Date(s) Requested:

Starting Time (include preparation):

Ending Time (include clean-up):

Equipment Needed: Chairs Tables Sound System Kitchen Facilities Other:

**CUSTODIAL CHARGES WILL BE APPLIED AT APPROXIMATELY \$25 PER HOUR IF USE OF FACILITY IS REQUESTED OUTSIDE OF NORMAL CUSTODIAL WORKING DAYS AND/OR HOURS.**

### Agreement/Signature

The person signing this application testifies that he/she is a duly authorized representative of the organization and binds the organization to make full payment of the charges listed below to the Board of Education Office of the Cheboygan Area Schools, plus any extra charges that may be applicable to this particular type of project. The representative further agrees to comply with the terms and conditions appearing on this application and with the basic policies for use of school facilities.

Signature of Applicant:

Date:

### Approval of Application

Building Principal Signature:

Date:

Superintendent Signature:

Date:

### FOR OFFICE USE ONLY

#### FACILITY RENTAL FEES:

Group Classification:

Rental:

Utilities Fee:

Service Personnel:

Equipment Wear Usage:

**TOTAL:**

The Board of Education of the Cheboygan Area Schools, in keeping with the philosophy of community education, encourages the use of school facilities during non-school hours for the purposes directly related to the educational, civic, cultural, recreational and social life of the community.

### ELIGIBILITY AND STIPULATIONS FOR FACILITY USE

Board of Education shall use as a basis for the use of school buildings and properties, Sections 341 and 342 of General School Laws of Michigan, revision of 1960.

#### I. Priority for use of school facilities

- A. Priority for use of school facilities will be given to school/youth related groups. This includes groups and organizations, which have a direct affiliation with and meet to promote the welfare of the Cheboygan Area Schools. This classification is Roman Numeral I. Exceptions are all Cheboygan Area School's functions and organizations: Boosters; PTO's; school clubs, etc.
- B. Second priority to Class II groups. This includes: 4-H; Scouts; Youth Organizations for non-profit, governmental organizations.
- C. Community Groups/Class III and IV have priority over non-resident groups, Class V.
- D. Use of facilities must be approved and scheduled by the Board of Education Office.
- E. Persons interested in requesting use of facilities must secure a printed form from the Board of Education Office or the Building Principal's Office and return the form to the Board of Education Office.
- F. Board of Education Office will coordinate building use and each building principal will keep a calendar of activities scheduled in his/her respective building.

#### II. Conditions of Use

- A. The Board reserves the right to demand sufficient time for full investigation, notice and arrangements of all applications for the use of school facilities. Cancellations may be ordered by school authorities with or without due notice. All permits are granted with this understanding.
- B. Holders of permits shall be fully responsible for all loss or damage to school property during the time the building is in use under the agreement.
- C. The Superintendent will approve or deny the use of school facilities and the fees charged on the basis of the Board of Education policy. Permits are not transferable.
- D. Holders of permits may cancel them by giving the Board Office forty-eight (48) hours notice. Otherwise, permit holders will be held responsible for any costs incurred.
- E. The Board of Education reserves the right to demand liability insurance from the user.
- F. The renter of any facility shall assume all liability for damages which may arise from any accident which may occur in or about said building while said renter has the control and use of the building. The renter shall save the Cheboygan Area School District harmless from any liability by reason of any such damages.
- G. No use of any facility shall be made contrary to the laws of the State of Michigan or contrary to any ordinance, rules or regulations of any proper government agency having the right to make same.
- H. Users of school facilities will be required to bring a copy of their facility use agreement at the time of building usage.
- I. The school district reserves the right to request payment of fees in advance.
- J. Organizations or groups will be required to pay a fee for rental of the facility and/or the cost of utilities, custodial or kitchen services and use of equipment.

#### III. Building Regulations

- A. All persons, firms, corporations, or associations using the school facilities shall comply with the following conditions:
  - 1. No act shall be allowed in which open flames are used.
  - 2. No smoking is allowed in school facilities.
  - 3. No intoxicating liquors or illegal drugs of any description shall be kept or consumed on the premises.
  - 4. There shall be proper supervision for the accommodation and control of patrons attending any performance or activity.
  - 5. No temporary or permanent equipment may be installed or used unless included in this application and specifically approved by principal. Soft drinks are not allowed in any of the gymnasiums. Prior approval must be granted on the application form.

### PRIORITY CLASSIFICATION FOR FACILITY USE

- I. Classification I – School agencies or related organizations.  
The following agencies or groups shall be permitted the use of school building at no charge: all Cheboygan Area School groups and organizations and Community Education programs. Scouts and governmental units are in this classification as long as they are not charging admission or doing a fund raising activity.
- II. Classification II – Groups from classification I or youth groups who are charging admission. Senior citizen groups or special classified organizations who are directly working with the school on a particular activity with a benefit to the schools. Other non-profit organizations. Examples of this classification: Church Groups, Little League Football/Hockey/Baseball/Soccer, etc.; Scouts operating a fund raising activity; service club activity benefiting the cancer fund, Cheboygan Northland Players.
- III. Classification III – Residents using facilities that are in business classifications or private groups but not a part of a service club or school related or youth related program. This section is for non-fund raising type activities such as use of classroom or use of auditorium. These groups and agencies must have 75% of their users residents or employees from the Cheboygan Area School District. Examples here would be local merchants having an activity days for their employees.
- IV. Classification IV – This eligible group must also consist of 75% residents or employees in the Cheboygan Area School District, but this particular need for facilities results in the attempt to gain profit from the activity. Example: would be a local service club supporting an activity that has no benefit to the local schools or organization that offers activities to the Cheboygan residents for personal profit or fund raising.
- V. Classification V – This is for all other groups not included in Group Classifications III and IV. An example of this is a state or region wide organization holding a program in our schools. This would not necessarily benefit our local program or community, but is deemed a program with a wider scope.