



BUILDING AND FACILITY USE APPLICATION

ORGANIZATION _____

ACTIVITY _____

CONTACT PERSON(S) _____

CITY _____ ZIP _____

PHONE (H) _____

(C) _____

E-MAIL _____

Circle one: RK, BN, MS, HS

Kitchen

Cafeteria

Computer Lab

Gymnasium

Fields(s)

Risers

Library

Bleachers

Classroom(s) # _____

PA System

Estimated # of people: _____

PLEASE LIST DATES AND TIMES:

Date(s) _____

List Equipment and/or setup needs: _____

Day(s) _____

Event Time: _____

FACILITIES USE ONLY:

I CERTIFY THIS REQUEST:

_____ Conflicts with school programs

_____ Does Not Conflict with school programs

Facilities Office Signature _____

Date _____

School Dude # _____

Fees: _____

PRINCIPAL OR SITE ADMINISTRATOR USE:

This application is: _____ Approved

_____ Not Approved

Principal or Designee Signature _____

Date _____

Dear Applicant:

When you receive a copy of your facility use permit for Durand Area Schools, please carry it with you at all time while in the facility. If you do not have a permit, the custodian or site administrator has no obligation to allow you access to the building.

Cancellations:

To avoid charges for a cancelled time, call us 48 working hours before your event. Call the Athletic/Community Education Office at 989-288-6735 and leave a message. Otherwise you will be charged.

School Closings:

In the event Durand Area Schools closes for any reason, please be advised that the building(s) will be closed for the remainder of that day. **All activities are cancelled when schools are closed, unless otherwise approved.**

Regulations Governing the Use of School Facilities.

- Sponsoring organizations shall provide a sufficient number of competent adults to assume responsibility for control of the activity agreed upon at the time the contract is issued. An arrangement for special equipment of facilities shall be made at the time the rental contract is issued. Extra compensation shall be required to cover charges for supervision, transferring equipment, setting up equipment already in the building.
- A damage deposit may be required at the discretion of the Superintendent.
- The use of any tobacco products in school buildings or on school grounds is prohibited by law.
- No illegal drugs, alcoholic beverages, or liquors are permitted on school property at any time.
- Permit holders and coaches are responsible for the actions of the participants and spectators.
- Groups are restricted to the assigned areas of the buildings.
- Absolutely no trampoline or other person-propelling device shall be allowed.
- Use of materials with potential to cause damage or harm to floors, walls, or other parts of a building is prohibited without specific approval. Decorations shall be fireproof and shall be erected in a manner that will not be destructive to school property. Fire and safety regulations will meet the approval of the building principal.
- Groups may not enter buildings until their designated start time, and must exit at the end of their designated ending time.
- Parking is required in designated areas. This does not include grassy areas around buildings or fields.
- Electrical equipment cannot be used without specific approval of the Director of Facilities. Application for such approval shall be made at the time of submitting application for rental.
- Arrangements for seating or special equipment or facilities, including kitchens, shall be made at the time of submitting application for rental.
- Rental contracts are not transferrable.
- Groups are responsible for picking up their own trash. Bags will not be provided.
- Any individual or group using district facilities agrees to hold the Board and school district harmless from any liability arising from such usage and will provide written proof of insurance when required.
- When an admission charge is to be collected by the organization using the facilities, the group will assume all responsibility of loss or theft.
- Abuse and/or infraction of the Rules and Regulations may be grounds for extra charges or subsequent denial of use of District facilities.

By my signature below, I agree to be responsible for all damages and losses to the facility and/or its contents. I hereby agree to assume the responsibility for supervising the above activity and to abide by the policies, rules and regulations governing the use of the school facilities. I further agree to leave said school facility in as good or better condition as when our organization began using it. I will indemnify and hold harmless the Board of Education and the employees of Durand Area School District from any claim resulting or arising out of the use of District Facilities. I further acknowledge that the district shall not be responsible for any damages or loss to non-District property which is brought to the facility in connection with this application.

Signature of Permit Holder / Coach

Date