

REQUEST FOR SCHOOL FACILITIES USE

Today's Date: _____

School Requested:

ACTIVITY: _____

ESTIMATED ATTENDANCE: _____

Facilities Requested:

(Room number or description of room)

Special Requests:

Equipment, furniture arrangement, extra help, etc.

PLEASE NOTE: Special requests cannot be guaranteed unless specified three (3) working days in advance of activity date (if more room is needed please attach an additional sheet).

ACCOUNT NUMBER: _____

Organization Requesting:

Individual Requesting:

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

Organization/Individual to be Invoiced:

THE APPLICANT HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS THE WEST BLOOMFIELD SCHOOL DISTRICT FROM ANY LIABILITY FOR DAMAGES TO ANY PERSON OR PROPERTY IN OR ABOUT THE WEST BLOOMFIELD SCHOOL DISTRICT PREMISES FROM ANY CAUSE WHATSOEVER. ALL PERSONS OR GROUPS USING WEST BLOOMFIELD SCHOOL DISTRICT FACILITIES SHALL BE RESPONSIBLE FOR THE PROPER SUPERVISION, CONTROL AND ACCOMMODATION OF PERSONS ATTENDING THE ACTIVITY. THE APPLICANT AGREES TO BE RESPONSIBLE FOR THE PRESERVATION OF ORDER.

I/WE HEREBY AGREE THAT I/WE HAVE READ AND WILL ABIDE BY THE RULES AND REGULATIONS FOR BUILDINGS AND FACILITIES USED.

X _____

ACTIVITY DATE(S):

(Reminder: Check District Calendar at Board Office)

Date	Hours	Approved	
		Yes	No
Single Date:			
_____	_____ am/pm to _____ am/pm	<input type="checkbox"/>	<input type="checkbox"/>
Multiple Dates:			
_____	_____ am/pm to _____ am/pm	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____ am/pm to _____ am/pm	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____ am/pm to _____ am/pm	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____ am/pm to _____ am/pm	<input type="checkbox"/>	<input type="checkbox"/>
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_____	_____ am/pm to _____ am/pm	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____ am/pm to _____ am/pm	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____ am/pm to _____ am/pm	<input type="checkbox"/>	<input type="checkbox"/>

(If more dates are needed please attach an additional sheet)

BUILDING REQUEST APPROVAL

Preliminary Approval

Preliminary Disapproval

Comments: _____

Date: _____

Building Administrator(s): _____

COMMUNITY ED. OFFICE CONFIRMATION

Confirmed

Not Confirmed

Comments: _____

Date: _____

Director of Community Ed.: _____

COPIES: White - Custodian Yellow - Building Principal
Pink - Community Education Gold - Requester

Approved, signed form will be returned to you. Thank you.

Rules Concerning Facility Use:

1. *No reservation will be processed until a building use application form has been completed and approval is granted by the building principal and confirmed by the Director of Community Education.*
2. Premises are made available with the understanding that tipping or direct payment of custodians or other school personnel is not permitted.
3. All persons or groups using school facilities are responsible for the proper supervision, control, and accommodation of persons attending the activity. Student groups arriving at the building without adult supervision will not be permitted to enter the building until such time as an adult supervisor is present.
4. All persons or groups using school facilities must comply with special regulations -- (i.e. moving and storing equipment, arranging sound, and other electrical equipment, safety precautions, etc.) that apply only to the building they are using. The principal approving the application shall furnish a list of those regulations if any apply to that building.
5. It is understood that all student projects and equipment will remain undisturbed during the course of any of these events. Further, it is agreed that all areas and equipment will be left in a condition comparable to that upon entering the facility.
6. In the absence of any specific assigned professional employee of the school district, school facilities shall be under the direct control of the attending custodian. The custodian is delegated the authority necessary to insure compliance with all rules and regulations.
7. Persons or groups who fail to adhere to the policies and regulations established by the Board and the Superintendent of Schools shall forfeit all privileges of future use of West Bloomfield School District facilities.
8. All persons or groups will assume all liabilities for damage that may occur in, on, or about any West Bloomfield School District facility(s) while said persons or groups are using the facility(s). This applies when damaged property or injury to persons is the result of either the acts or neglect of the users or their agents, servants, and employees.
9. The custodial staff is expected to facilitate using groups during their normal working hours and if it is necessary for a custodian to render services to the group beyond that expected, the group will be billed at the overtime rate for the additional time.
10. Usage of building facilities is granted on a specific area basis such as a classroom, gym, etc. This would include lavatory facilities and drinking fountains closest to the assigned room. Since indiscriminate touring of the building interferes with the maintenance program, individuals are restricted to the area as set forth in this rule. In the event individual members of the using group/s do not remain in their designated area, the building principal, Community School Coordinator, or, in their absence, the custodial night leader has the authority to request immediate action by the adult supervisor. In the event the request fails to achieve the desired objective, either the individual, group, or both, must vacate the premises. The same authority applies to the area of gross misconduct on the part of the group or its individual members.
11. Smoking is not permitted in school buildings at any time per Policy 4113.1, PERSONNEL, Smoke-free Environment.
12. No alcoholic beverages will be brought into, or consumed in the building or on school premises.
13. Moving furniture, equipment or hanging decorations is prohibited unless permission is granted by the building principal/facilitator.
14. Under no circumstance shall scenery or other property be stored in the auditorium or gymnasium unless approved by the building principal.
15. Nothing shall be sold, given, exhibited, or displayed without permission.
16. The Board of Education has provided proper dressing rooms and stage equipment for the full use of the auditorium and gym in the high school. The board does not provide use of school furniture other than chairs or other accessories. The board assumes no responsibility for properties left on the premises by the applicant.

17. All electrical equipment and the arrangements for use of it shall be in control of the Board of Education or its representatives. This is to avoid damage and/or injury.
18. The Board of Education or its representative must have free access to all rooms at all times.
19. No activity shall be permitted in which open flames are used.
20. The right to revoke a permit at any time is reserved by the Superintendent or his/her delegate(s).

Procedures for facility use requests:

1. Requests for the use of facilities are to be made by completing the facility request form and submitting it to the building principal. The principal will tentatively approve or disapprove the request in writing. If disapproved, the building principal will so notify the applicant in writing, forwarding a copy to the Director of Community Education.
2. If tentatively approved, the building principal will forward all copies of the building form to the Director of Community Education. Upon receipt of all forms, the Director of Community Education shall assess fees where applicable and forward the designated copies to the appropriate parties, i.e. White-Custodian; Yellow-Building Principal; Pink-Community Education and Gold-Requestor. The requestor shall use his/her copy as the building permit and should present it to the building coordinator or night leader prior to being admitted to the building.
3. The building coordinator/night supervisor will inspect the area used after the group has departed. If the inspection reveals misuse of the area or other problems, including the general conduct of the group, a report will be forwarded to the building principal describing the situation, who in turn should contact the user. If there is damage that warrants a repair cost being levied against the user, the building coordinator/night supervisor should include this in the report.
4. When fees are charged, the Community Education Department will send an estimated bill to the requester. The estimated amount must be paid no later than ten days prior to usage. Upon receipt of the estimated payment, the requestor will receive their gold copy that becomes the applicants permit and should be presented to the building coordinator or night supervisor prior to being permitted into the building. All charges will be payable to the West Bloomfield School District, including charges for custodians. All payments are to be sent to the Community Education Department ACS Office.
5. Subsequent to the approved use, the Community Education Department will send a detailed statement to the representative of the using organization for any additional charges not anticipated prior to the using date. This will include time extensions, damage, additional cleaning, etc., as reported by the building coordinator/night supervisor. Such charges will be payable within thirty (30) days from the date of the notice.
6. Auditorium requestors must contact the auditorium manager to confirm usage date(s). Requestor then contacts Community Education Department-ACS for rental rates. A \$100 non-refundable, but applicable deposit check must accompany the facility use request form to confirm use date(s)/date of request.

Rules for in-district personnel/representatives

1. All in-district personnel/representatives must submit a facility use request for all activities and functions.
2. To insure priority status, school-related activities and functions must be submitted 30 days prior to usage date.
3. Scheduling of requests made after 30 days will not be considered for approval if this necessitates the cancellation of a scheduled community education program.
4. Priority status does not apply unless the 30-day timeline is followed.
5. Procedures for facility use request section applies to in-district personnel/representatives