



SPRINGPORT COMMUNITY SCHOOLS

BUILDING USE REQUEST



INSTRUCTIONS:

1. Building use form **MUST** be submitted 1 WEEK prior to request date to HS Secretary (email: kristina.newsome@springportschools.net or Fax: 517-857-3251) for approval by administrators.
2. Approval will be confirmed via email/phone by scheduler.
3. Non school affiliated groups may have up to 2 practices per week and will complete practices by 8:30pm.
4. School activities may pre-empt non-school activities.

TO BE COMPLETED BY APPLICANT

Name/Group: _____ Reason: _____

Address, City & Zip: _____

Contact #: _____ Email: _____

1. Date(s) Requested: _____
2. Circle Days Requested: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
3. Circle Facility Requested: High School Middle School Elementary School Other
4. Circle Room Requested: Gym Café Library Classroom Other _____
5. Complete Times: Arrival _____ Start _____ End _____ Lock Up _____
6. Custodial Required to open/lock up? Yes _____ No _____
7. Equipment needs or special set up? _____

The applicant agrees to be present during the entire time of scheduled usage, and assume responsibility for loss or damage to equipment or facilities. The applicant agrees/he/she will leave the facilities clean and in proper order after the activity. In the event the facility is found out of order and not clean the applicant will be responsible for all custodial maintenance fees. I have read the rules and regulations printed on the reverse side of this form, or as printed on-line, and agree to abide by them. The undersigned does hereby waive, release, and forever discharge Springport Public Schools from any and all damages sustained by the participant or his/her parents, legal guardian, representatives, heirs or successors arising from or out of said participation.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Date Received by HS Secretary: _____

Bldg Administrator Approval: _____

Scheduler Approved: _____

Athletic Director: _____

Maint. Supervisor: _____

Food Service Supervisor: _____

Scheduled: _____ Date/Time: _____ Contacted _____

School Affiliated

Non-Affiliated

Rental Fee: \$ _____

Custodial Fee: \$ _____

Total: \$ _____

Questions about fees may be directed to the Superintendent of School at 517-857-3495, ext. 500.

Paid: _____ Date: _____

Rules Concerning Building Use

1. Facility use forms must be submitted one week prior to the event.
2. Use of tobacco products, alcoholic beverages and controlled substances strictly prohibited in buildings or on grounds.
3. Unauthorized solicitations, donations or gambling are not permitted on school grounds under any circumstances.
4. The facility shall be left clean or cleaner than it was found. The group using the facility is responsible for cleanup, damages, accidents, liability or misuse of facilities and equipment. It is understood that all student projects and student equipment will remain undisturbed.
5. An adult (person 21 years of age or meeting Administration approval) is required for supervision and control at all times. Students may not enter the building until a supervisor is present. Only those attending approved functions will be allowed in the building.
6. All ordinances and rules of the police, fire marshal and health department regarding public assemblies must be strictly followed and obeyed. No activity shall be permitted in which open flames are used unless approved by the fire department and the Buildings and Grounds Supervisor.
7. Springport Schools is not liable for accidents or incidents. The district is not responsible for loss of valuables or personal property.
8. Equipment such as televisions, projectors or office machines may be used by local groups if prior permission has been granted, use of some equipment may result in a fee. The group must provide all supplies that they use.
9. In the absence of a specifically assigned professional employee of the district, school facilities shall be under direct control of the attending custodian and he/she is delegated the authority necessary to insure compliance with rules and regulations. The custodial staff is expected to facilitate any custodial emergency encountered by the using group during normal working hours. If it is necessary for the custodial staff to render services to the group beyond normal work hours, the group will be billed for the additional work. Custodians are not authorized to provide school equipment to groups except as described and approved in writing on the facility use form.
10. The use of facilities is granted on a specific area basis. This would include lavatory facilities and drinking fountains. In the event individual members of the group do not stay in the designated area, the person in charge has the authority to request action by the adult supervisor. If action is not taken, the using group may be asked to vacate the premises. The same authority applies to the area of gross misconduct on the part of the group or its members.
11. The right to revoke a permit at any time is reserved by the superintendent or his designee. Persons or groups who fail to live up to the policies and regulations as established by the Board of Education and by school administration, shall subject themselves to forfeiture of all privileges of future use of Springport School District facilities.
12. Animals are not allowed on school property without proper authorization.
13. All wages for assigned personnel will be charged on an hourly rate. Time and one half /and or double time will be charged when appropriate.

ROOM	NON PROFIT GROUPS			FOR PROFIT GROUPS		
	2 HOURS	4 HOURS	6 HOURS	2 HOURS	4 HOURS	6 HOURS
HS GYM	40.00	80.00	120.00	120.00	240.00	360.00
EL GYM	30.00	60.00	90.00	100.00	200.00	300.00
MS GYM	30.00	60.00	90.00	100.00	200.00	300.00
CAFÉ	25.00	50.00	75.00	70.00	140.00	200.00
KITCHEN	25.00	50.00	75.00	70.00	140.00	200.00
CLASS-ROOM	20.00	40.00	60.00	40.00	80.00	120.00
LIBRARY	20.00	40.00	60.00	50.00	100.00	150.00

Custodial charges: Monday-Friday= straight time; Saturday=Time and ½; Sunday, Holiday, =Double Time
 Charges for Out-of-Doors Campus Use, \$25.00 a day, plus electrical costs.