



# FACILITY USE FORM

Date \_\_\_\_\_

Applicant (organization, club, individual) \_\_\_\_\_

Person in charge of activity (include address and phone number) \_\_\_\_\_

Facilities desired—building and area(s) \_\_\_\_\_

Special instructions \_\_\_\_\_

Date(s) of activity \_\_\_\_\_

Purpose for which facilities will be used \_\_\_\_\_

Time of entry \_\_\_\_\_ Actual beginning time of activity \_\_\_\_\_ Time of exit \_\_\_\_\_

Estimated number of participants \_\_\_\_\_

"We agree to be responsible for any damage to property due to such occupancy other than reasonable wear and tear, and for the strict observance of rules and regulations prescribed by the Board of Education as listed on reverse."

Signature of Applicant/Responsible Party \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

### Recommended:

Approval \_\_\_\_\_ Disapproval \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

*After approval, charges (if applicable) will be identified on a "Facility Use Charges" form and forwarded to the applicant with a copy of this form. Payment must be made at least five days in advance of a scheduled program.*

DISTRIBUTION AS FOLLOWS AFTER APPROVAL:

WHITE (ORIGINAL) – APPLICANT    YELLOW – CUSTODIAN    PINK – MAINTENANCE    GOLDENROD – PRINCIPAL

## **RULES GOVERNING USE OF FACILITIES**

### **ARMADA AREA SCHOOLS ARMADA, MICHIGAN**

Application for public use of school facilities shall be obtained at a school office, and filed at least ten (10) days before the proposed date of activity.

1. All contracts are subject to review and cancellation by the Superintendent of Schools or the Board of Education. Their review shall be based on the best interest of the students, community, and school district. Approval may be rescinded or terms of this contract modified based on priority given to school-sponsored activities.
2. A school employee shall be on duty whenever any part of a building or facility is used.
3. Decorations are only permitted with the approval from the principal using only materials acceptable to the local fire marshal. Decorations shall be removed before 7:30 A.M. the next day. Exits must be kept clear at all times.
4. In no case is any material to be used on floors or other parts of the building without prior approval of the custodian on duty.
5. No smoking in a school building.
6. In no case will alcoholic beverages be permitted on school property. No person shall be permitted in a building who appears to have partaken of alcoholic beverages.
7. Proper supervision shall be the responsibility of the group using the school facility. If necessary, police protection may be required to insure protection of the school property and the enforcement of these rules and regulations.
8. The school facilities may not be used for private or individual gain.
9. During normal school hours, no contracts will be issued for activities that would not be completely compatible with the primary instructional purposes and directly related activities of the school district.
10. Certificates of insurance may be requested for workers compensation liability for bodily injury and property damage, fleet insurance, or any other type of insurance as the Board of Education deems necessary. The certificates of insurance must be on file with the Armada Area Schools ten (10) days prior to the date of use.