

**East China School District  
Facility Use Application/Agreement Form  
Applicant/Organization Information**

Organization Name:

Date of Application:



Applicant/Agent Name:

Organization Type (check only one)

- School Groups/Internal\* (Category I)  
 School Community Groups (Category II)  
 Community Non Profit (Category III)  
 Private/Gov't/Commerical (Category IV)

Address:

City, State, Zip:

Daytime Phone:

Evening Phone:

Building Requested:

Purpose of use:

Event Date and Time: (Include all days/times requested)

Date(s)	Day(s)	Event Start Time	Event End Time	Total Hours

**SCHEDULE OF FEES**

Area(s) Requested Check all that apply	Flat rate up to 2 hours <sup>1</sup>			Each additional hour <sup>1</sup>			Estimated Fee	
	I - II	III	IV	I - II	III	IV	Hours	Amount
Classroom#	NC <sup>2</sup>	NC <sup>2</sup>	\$36	NC <sup>2</sup>	NC <sup>2</sup>	\$18		
Secondary School Main Gym <sup>3</sup>	NC <sup>2</sup>	\$70	\$140	NC <sup>2</sup>	\$35	\$70		
Secondary School Auxiliary Gym <sup>3</sup>	NC <sup>2</sup>	\$50	\$100	NC <sup>2</sup>	\$25	\$50		
Elementary Gym	NC <sup>2</sup>	\$50	\$100	NC <sup>2</sup>	\$25	\$50		
Cafeteria	NC <sup>2</sup>	\$40	\$80	NC <sup>2</sup>	\$20	\$40		
Kitchen <sup>4</sup>	NC <sup>2</sup>	\$60	\$120	NC <sup>2</sup>	\$30	\$60		
Media Center	NC <sup>2</sup>	\$40	\$80	NC <sup>2</sup>	\$20	\$40		
ECEC Auditorium	NC <sup>2</sup>	\$80	\$160	NC <sup>2</sup>	\$40	\$80		
Pool <sup>4</sup>	NC <sup>2</sup>	\$70	\$140	NC <sup>2</sup>	\$35	\$70		
Stadium <sup>3,5</sup>	NC <sup>2</sup>	\$140	\$280	NC <sup>2</sup>	\$70	\$140		
Athletic Field <sup>5</sup>	NC <sup>2</sup>	\$50	\$100	NC <sup>2</sup>	\$25	\$50		
Other	NC <sup>2</sup>	Price based on facility		NC <sup>**</sup>	Price based on facility			

**EQUIPMENT**

**PERSONNEL**

Locker Rooms (\$15)	Press Box (\$15)	Mon- Fri	\$25/hour		
Sound System (\$20)	Lights (\$20)	Mon-Sat Overtime	\$38/hour		
Score Board (\$20) <sup>***</sup>	Concession Stand (\$25) <sup>***</sup>	Sun Overtime	\$50/hour		

**ESTIMATED FEE**

<sup>1</sup> Flat rate fee is charged for all events. Additional hourly fees will be charged in full one hour increments for partial or full hours used over two hours.

<sup>2</sup> "No Charge" refers to the space, at no time will the District take on the cost of staffing outside of regularly scheduled staff hours or utility costs associated with keeping that space open after normal business hours.

<sup>3</sup> Proper footwear is required at all times. Gymnasiums – soft soled shoes only. Stadium – metal cleats are prohibited.

<sup>4</sup> Kitchen and pool may require additional staff costs. Use of the kitchen facilities requires prior written clearance by the Food Service Director (676-1112) before final approval will be given.

<sup>5</sup> Stadium and/or Athletic Fields may be used by the East China School District approved groups only. Use of Concession Stand requires prior written approval by the Athletic Director. Use of the Score Board requires District approval. Contact District for the list of approved Score Board Operators.

Insurance Information (Check Appropriate Box)

Organization has Liability Insurance. A certificate of Proof of Liability/Personal Injury and Property Damage insurance in the amount of \$1,000,000 per occurrence with East China School District named as "an additional insured" on the policy is required. A copy of proof of such insurance and proof of tax exemption status (if applicable) must be presented five (5) days prior to the scheduled event.

Organization does not have Liability Insurance. Organization, on behalf of itself, its members, agents and employees hereby releases District, its Board, officers, agents and employees, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Organization, is in or upon premises or any part thereof during the term of this Agreement, or occasioned by any occupancy or use of premises or any activity carried on by the Organization in connection therewith. Organization hereby covenants and agrees to indemnify, defend and hold harmless the District, its Board, officers, agents and employees, from and against any and all liability, claims, charges, expenses (including counsel fees) and costs on account of or by reason of any injuries, liability, claims, suits, or losses however occurring or damages growing out of the same, arising out of Organization's use of District premises, whether or not caused in part by a party indemnified hereunder. As evidenced by the signing of this Agreement, the Organization agrees to the terms specified herein.

To the Applicant: In submitting this application, your organization agrees to indemnify and hold harmless the Board of Education of the East China School District and its employees for any and all acts, consequences, injuries or damages arising out of the use of the approved premises by the organization, which are not within the exclusive control of the District. Your organization shall not transfer or assign this agreement to any other individual or group. Only the approved group is authorized to utilize the facility.

To confirm this agreement, submit to the East China School District Business Office at least five (5) business days prior to the first event, a signed copy of this document, proof of insurance and tax exemption status (if applicable), and check payable to East China School District for full payment of the estimated fees. Failure to submit payment and paperwork by the required date may result in the cancellation of your reservation.

I have received a copy of the rules and regulations covering the use of school district facilities. I understand and accept the responsibilities contained therein. If other charges are incurred, I agree to pay such charges in full upon receipt of invoice.

Applicant/Agent Signature

Date

Building Approval

Except as noted below, the requested school, area(s) and date(s) are available and approved:

Principal Approval Signature

Date Application Approved

Scheduled in Calendar by Building Secretary

Date Application Received

Dates Not Available
[ ]

Notes/Cancellations
[ ]

Approval for Kitchen Facilities (if applicable):

Approval for Stadium Concession Stand (if applicable):

Food Service Director Approval Signature

Athletic Director Approval Signature

Date Approved

Date Approved

For Business Office Use Only

Insurance Documentation Received Date

FS# INV#

Payment Received Date

FS# INV#

FS# INV#

## **East China School District Facilities Conditions of Use and Regulations**

1. A Facility Use Application/Agreement Form must be completed by the Applicant/Agent of any outside group deemed to be in charge of and responsible for the conditions of use. This application must be submitted and approved at least five (5) working days prior to the desired date of use.

East China School District events will receive priority in the booking of events. This agreement may be cancelled if a conflict should develop because of the necessity to reschedule District events. The East China School District has the right to withdraw facility use privileges at any time, for any reason, without notice.

2. Under the Drug Free Act of 1989 and adopted District policy, alcohol, tobacco and controlled substances are forbidden on District property at all times, including parking lots and access drives. Violation of this may cause eviction and loss of facility use. Possession and/or use of such substances will be reported to the proper authorities.
3. Fees: Please see tri-fold for explanation of the different categories for scheduling. Estimated rental and custodial charges must be paid 5 days prior to your event. Failure to submit rental fees by the required date may result in the cancellation of your reservation. The final invoice, if applicable, is to be paid within thirty (30) days of receipt.
4. Billing starts when the first individual of your organization enters the building and ends when the last individual leaves. Please vacate the building in a timely manner at the conclusion of your event.
5. Health and Fire Codes/Regulations must be followed at all times. Pulling of a false fire alarm or placing a false emergency or threatening call will be reported to the proper authorities. Fines may incur to cover the cost of dispatching emergency vehicles/services. Such fines are the responsibility of your organization.
6. To protect a healthy working relationship between your organization and the East China School District, we respectfully ask the following of you:
  - Do not damage or disturb furniture or equipment.
  - Your activity should not cause harm or damage to displayed or stored materials.
  - Please clean up areas after use; any excessive cleaning needed after your event will lead to additional charges in your final invoice.
  - Close doors and turn off lights upon leaving.
  - Inform all individuals associated with your event about the rules and regulations outlined in this document.
  - Respect the safety and working environment of all East China School District Staff.
7. Accidents can happen. If damage, injury, or an emergency does occur, please report it promptly to an East China School District employee or designee. You will be held responsible for the replacement of or payment for damages caused.

8. The conduct of all persons in your organization is to be supervised at all times by a responsible adult. There should be at least a 1 to 25 ratio of supervisors to students/children. For safety reasons, children are not to leave the area assigned to them unless supervised by an adult. Proper supervision and behavior is expected at all times both inside and outside of the building.
9. Inclement Weather and Emergencies: Any East China School District facility will not operate when the East China School District K-12 program is closed due to inclement weather or emergency. Efforts will be made to reschedule any missed events due to emergencies or inclement weather. Such rescheduling is not guaranteed. Reasonable refunds may be considered at the discretion of the East China School District.
10. Liability for Use of the Facility: Your organization shall provide a certificate of Proof of Liability/ Personal Injury and Property Damage insurance in the amount of \$1,000,000 per claim and \$1,000,000 per occurrence. We require that the East China School District be named "an additional insured" on the policy. A copy of proof of such insurance and proof of tax exemption status (if applicable) must be presented five (5) days prior to your scheduled event. Failure to do so will void any agreements. Failure to submit insurance documentation by the required date may result in the cancellation of your reservation.
11. The East China School District is not responsible for the *loss*, theft, damage, or destruction of any materials, equipment, property, etc. brought onto the premises by your organization or its members.
12. All employees, *staff*, and subcontractors of the East China School District are under the sole direction of the East China School District or its designee. Any concerns about said individuals are to be addressed only to the Executive Director for Personnel and Operations.
13. In submitting this application, your organization agrees to indemnify and hold harmless the Board of Education of the East China School District and its employees for any and all *acts*, consequences, injuries or damages arising out of the use of the approved premises by the organization, which are not within the exclusive control of the District. Your organization shall not transfer or assign this agreement to any other individual or group. Only the approved group is authorized to utilize the facility.
14. Failure to comply with the above conditions of use and regulations may result in eviction, fines, and/or loss of future opportunities to use the facility.

## REGULATIONS

1. A Facility Use Application/Agreement Form must be completed by the Applicant/Agent of any outside group deemed to be in charge of and responsible for the conditions of use. This application must be submitted and approved at least five (5) working days prior to the desired date of use. East China School District events will receive priority in the booking of events. This agreement may be cancelled if a conflict should develop because of the necessity to reschedule District events. The East China School District has the right to withdraw facility use privileges at any time, for any reason, without notice.
2. Under the Drug Free Act of 1989 and adopted District policy, alcohol, tobacco and controlled substances are forbidden on District property at all times, including parking lots and access drives. Violation of this may cause eviction and loss of facility use. Possession and/or use of such substances will be reported to the proper authorities.
3. Fees: Please refer to the inside of this brochure for explanation of the different categories. Estimated rental and custodial charges must be paid 5 days prior to your event. Failure to submit rental fees by the required date may result in the cancellation of your reservation. The final invoice, if applicable, is to be paid within thirty (30) days of receipt.
4. Billing starts when the first individual of your organization enters the building and ends when the last individual leaves. Please vacate the building in a timely manner at the conclusion of your event.
5. Health and Fire Codes/Regulations must be followed at all times. Pulling of a false fire alarm or placing a false emergency or threatening call will be reported to the proper authorities. Fines may incur to cover the cost of dispatching emergency vehicles/services. Such fines are the responsibility of your organization.
6. To protect a healthy working relationship between your organization and the ECSD, we respectfully ask the following of you:
  - Do not disturb the furniture or equipment.
  - Your activity should not cause harm or damage to displayed or stored materials.
  - Please clean up areas after use; any excessive cleaning needed after your event will lead to additional charges in your final invoice.
  - Close doors and turn off lights upon leaving.
  - Inform all individuals associated with your event about the rules and regulations outlined in this document.
  - Respect the safety and working environment of all East China School District staff.
7. Accidents can happen. If damage, injury or an emergency does occur, please report it promptly to an ECSD employee or designee. You will be held responsible for the replacement of or payment for damages caused.

8. The conduct of all persons in your organization is to be supervised at all times by a responsible adult. There should be at least a 1 to 25 ratio of supervisors to students/children. For safety reasons, children are not to leave the area assigned to them unless supervised by an adult. Proper supervision and behavior is expected at all times both inside and outside the building.
9. Inclement weather and emergencies: Any ECSD facility will not operate when the ECSD k-12 program is closed due to inclement weather or emergency. Efforts will be made to reschedule any missed events due to emergencies or inclement weather. Such rescheduling is not guaranteed. Reasonable refunds may be considered at the discretion of ECSD.
10. Liability for Use of the Facility: Your organization shall provide a certificate of Proof of Liability/Personal Injury and Property Damage insurance in the amount of \$1,000,000 per claim and \$1,000,000 per occurrence. We require that the ECSD be named "an additional insured" on the policy. A copy of proof of such insurance and proof of tax exemption status (if applicable) must be presented five (5) days prior to your scheduled event. Failure to do so will void any agreements. Failure to submit insurance documentation by the required date may result in the cancellation of your reservation.
11. The ECSD is not responsible for the loss, theft, damage, or destruction of any materials, equipment, property, etc. brought onto the premises by your organization or its members.
12. All employees, staff, and subcontractors of the ECSD are under the sole direction of the ECSD or its designee. Any concerns about said individuals are to be addressed only to the Executive Director of Personnel.
13. In submitting an application, your organization agrees to indemnify and hold harmless the Board of Education of the East China School District and its employees for any and all acts, consequences, injuries or damages arising out of the use of the approved premises by the organization, which are not within the exclusive control of the District. Your organization shall not transfer or assign this agreement to any other individual or group. Only the approved group is authorized to utilize the facility.
14. Failure to comply with the above conditions of use and regulations may result in eviction, fines, and/or loss of future opportunities to use the facility.

**In case of emergency contact:**  
Kirk Gryzelka, Director of Operations  
Office: 810-676-1003  
Cell: 810-335-4829



### Use of School District Facilities

The East China School District Board of Education maintains a policy of allowing the reasonable use of its buildings and grounds (facilities) by properly organized and responsible community groups.

The School District's facilities have been provided by taxpayers primarily for educational uses, but such facilities may also be available for general community use, particularly for activities of groups that supplement the educational, recreational, cultural and civic activities of students and the community.

#### **The ECSD Mission:**

The East China School District will work in partnership with parents, students, and the community, to ensure that every child will learn successfully.

[www.ecsd.us](http://www.ecsd.us)

## CATEGORIES FOR SCHEDULING

East China School District programs have first priority in the use of all facilities. The priority of other uses for facilities is divided into four categories. Within each category, the facilities will be made available on a non-discriminatory basis. At no time will the District take on the cost of staffing outside of regularly scheduled staff hours or utility costs associated with keeping that space open after normal business hours.

### Category I – School Groups

This classification includes groups whose membership and sponsor are members of the student body, School District staff, and/or recognized bargaining units representing School District employees and in which no person involved in the activity receives any form of compensation.

### Category II – School-Community Groups (Youth Groups)

This classification includes parent groups affiliated with the school, (i.e. PTSOs, Booster Organizations) or those that are youth-oriented and whose membership thus largely consists of School District students or youth that reside in the District (i.e. Boy Scouts, Girl Scouts and some youth athletic organizations).

### Category III – Community Nonprofit Groups

Any community group that has legal non-profit status primarily comprised of District residents (51% or more East China School District residents) providing civic, educational, recreational, or cultural activities staffed by volunteers. Facility rental fees may be waived for Groups whose purpose is the raising of funds for a recognized charitable organization. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or are not authorized by Board policy.

### Category IV – Private Non-profit Groups, Governmental Agencies, or Commercial Users

Other groups, including profit-making organizations, will be permitted to use School District Facilities when the anticipated use is not harmful to the public image of the School District and will not result in misuse, overuse or abuse of school property. *School District facilities may not be used for normal course of business. Any staff member requesting the use of School District facilities or resources for academic tutoring, private music or athletic lessons, or athletic camps in which the staff member or anyone else associated with the activity is compensated monetarily will be considered a commercial user.* Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or are not authorized by Board Policy.

*In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property. Categories II-IV: Certificate of liability insurance may be required. Pool Rentals – required presentation of current lifeguard certificate.*

SCHEDULE OF FEES							
Area(s) Requested (Check all that apply)		Flat rate up to 2 hours*			Each additional hour*		
		I-II	III	IV	I-II	III	IV
	Classroom # _____	NC**	NC**	\$35	NC**	NC**	\$18
	Secondary School Main Gym	NC**	\$70	\$140	NC**	\$35	\$70
	Secondary School Auxiliary Gym	NC**	\$50	\$100	NC**	\$25	\$50
	Elementary Gym	NC**	\$50	\$100	NC**	\$25	\$50
	Multi-Purpose Room	NC**	\$40	\$80	NC**	\$20	\$40
	Cafeteria	NC**	\$40	\$80	NC**	\$20	\$40
	Kitchen***	NC**	\$60	\$120	NC**	\$30	\$60
	Media Center	NC**	\$40	\$80	NC**	\$20	\$40
	Music Suite	NC**	\$40	\$80	NC**	\$20	\$40
	ECEC Auditorium	NC**	\$80	\$160	NC**	\$40	\$80
	Distance Learning Lab***	NC**	\$50	\$100	NC**	\$25	\$50
	Pool***	NC**	\$70	\$140	NC**	\$35	\$70
	Athletic Field _____	NC**	\$50	\$100	NC**	\$25	\$50
	Other _____	NC**	Price Based on Facility		NC**	Price Based on Facility	
	Stadium-excluding Athletic Field	NC**	\$450	\$700	NC**	\$225	\$350
	Stadium-including Athletic Field****	NC**	\$700	\$1400	NC**	\$350	\$700
EQUIPMENT				PERSONNEL			
Locker Rooms (\$15)		Press Box (\$15)		Mon-Fri		\$25/hour	
Sound System (\$20)		Lights (\$20)		Mon-Sat Overtime		\$38/hour	
Score Board (\$20)***		Concession Stand (25) ***		Sun Overtime		\$50/hour	

- \* Flat rate fee is charged for all events. Additional hourly fees will be charged in full one hour increments for partial or full hours used over two hours.
- \*\* "No Charge" refers for the space, at no time will the District take on the cost of staffing outside of regularly scheduled staff hours or utility costs associated with keeping that space open after normal business hours
- \*\*\* Kitchen, Distance Learning Lab, and Pool may require additional staff costs. Use of kitchen facilities requires prior written clearance by the Food Service Director (810-676-1112) before final approval will be given.
- \*\*\*\* Stadium Athletic Field may be used by the East China School District approved groups only. Use of Concession Stand requires prior written approval by the Athletic Director. Use of the Score Board requires District approval. Contact District for the list of approved Score Board Operators.

**Inquiries regarding the use of the Performing Arts Center (PAC) should be directed to Dave Simpson, PAC Coordinator, at 810-676-1146 or [dsimpson@ecsd.us](mailto:dsimpson@ecsd.us).**