

Please type or print with ball point pen

Location Requested: _____

Day(s) & Date(s) Needed: _____

Preparation will begin at: _____ Event will Begin At: _____ End at: _____

Requesting Organization: _____

Groups III & IV are required to complete an "Insurance Information or Release of Liability" form

Purpose of Function (brief): _____

Admission Fee? No Yes Amount: _____ Tax I.D. _____

Contact Person: _____ Phone (Res): _____ (Bus): _____

Address: _____ City/State: _____ Zip: _____ Email: _____

I have read and will abide by Board Policy 1330, including the Administrative Procedures (copy available upon request), and the rules and regulations printed on the reverse side of this form.

Signature of Applicant: _____ Date: _____

<p><u>Room Request</u></p> <input type="checkbox"/> Gymnasium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Multi Purpose <input type="checkbox"/> LGI (Large Group Inst) <input type="checkbox"/> Classroom _____ <input type="checkbox"/> Conference Rm. _____ <input type="checkbox"/> Media Center <input type="checkbox"/> Kiva / Theatre <input type="checkbox"/> Locker Rooms _____ <input type="checkbox"/> Athletic Fields (specify) _____ _____	<p><u>Service Request</u></p> <input type="checkbox"/> Athletic Field Lights <input type="checkbox"/> A.V. Equipment (specify) _____ _____ <input type="checkbox"/> Kitchen will be used <input type="checkbox"/> Custodial Staff <input type="checkbox"/> P.A. System <input type="checkbox"/> Podium <input type="checkbox"/> Theatre Lights <input type="checkbox"/> No. of People _____ <input type="checkbox"/> No. of Chairs _____ <input type="checkbox"/> No. of Tables _____	<p>If a special set-up is required, draw a room layout. You will be notified if custodial charges will be assessed.</p>
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<p>ORGANIZATION TYPE:</p> <input type="checkbox"/> Group I: HVS K-12 School Activities and School Sponsored Extra-Curricular Activities, HVS Adult and Alternative Education, and Huron Valley Recreation and Community Education programs. <input type="checkbox"/> Group II: Related School Organizations of the District- Huron Valley Education Foundation, school-related employee groups and Huron Valley Youth Assistance. <input type="checkbox"/> Group III: Resident Non-profit Organizations of the District and Government Entities. To be included in this group, the requesting organization must be exempt under section 501(c) of the Internal Revenue Code and whose membership must consist of a minimum of 75% District Residents (e.g. local youth recreation organizations, Scouts, YMCA, civic organizations, homeowner associations, etc). Local, state, and federal government entities are also included in this grouping. <input type="checkbox"/> Group IV: Any private or profit making organization whose interests are limited exclusively to the membership of said group (e.g., religious/church groups, home school groups, higher education institutions, non-community groups, private groups, profit-making groups, etc.)	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Estimated Fees:</th> <th>Cost Per Hr.</th> <th>Hours Used</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Facility Rental</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Facility Rental</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Custodial Cost</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Food Service Cost</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Technician</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other: _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Cost</td> <td>\$</td> </tr> </tbody> </table>	Estimated Fees:	Cost Per Hr.	Hours Used	Total Cost	Facility Rental				Facility Rental				Custodial Cost				Food Service Cost				Technician				Other: _____												Total Cost			\$
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Date Received: _____ Time: _____ Initials: _____ Application Fee paid: _____ Schedule ID: _____

RULES CONCERNING USE OF SCHOOL FACILITIES

1. The user group agrees to assume all liabilities for damage which may occur in, on, or about any Huron Valley School district facilities while said persons or groups are using those facilities when damage to property or injury to persons is the result of the acts, omissions and/or neglect of the users or their agents, servants and employees.
2. Persons or groups who fail to adhere to the policies and regulations established by the Board of Education and Superintendent of Schools shall subject themselves to forfeiture of all privileges of future use of Huron Valley School District facilities.
3. Subleasing or shared use (not authorized by the District) is prohibited.
4. Use of district property does not indicate district support or endorsement of groups, programs (or products and services provided by the groups/programs) utilizing district facilities.
5. School personnel will receive no special consideration or privilege in using school facilities during non-school time. District employees who are members of local groups or organizations must schedule school facilities for use by the group on the same basis and through the same procedures as any other community group. All fees will be paid as charged to a community group.
6. Smoking shall not be permitted at any building or on grounds owned by the District.
7. No alcoholic beverages or illegal substances shall be brought into or consumed in the building or on the grounds.
8. No activity shall be permitted in which open flames are used unless approved by the fire department and the building principal.
9. Under no circumstances shall equipment or other property be stored on school property unless approved by the building principal or building manager. The School District assumes no responsibility for properties left on the premises by the applicant.
10. The use of building facilities is restricted to the specific area requested. If the user group does not remain in that area, the building principal or custodian has the authority to ask the group to leave the building. The same authority applies to serious misconduct on the part of the user group or its individual members. Supervision of children is the sole responsibility of the user group.
11. It is understood that all student/teacher projects and equipment will remain undisturbed. Further, it is agreed that all facilities will be left in a suitable condition for student classes the next day.
12. Use of school facilities does not include the use of school property or additional equipment usage unless special arrangements have been made for such use and it is noted on the Facilities Request Form. Custodians are not authorized to provide school equipment to user groups except as noted on the Facilities Request Form.
13. Use of any kitchen equipment requires that Food Service personnel be on duty. In the event that food is prepared or sold, the user group must comply with Oakland County Health Regulations.
14. Decorations must be approved in advance and detailed on the Facilities Request Form.
15. Huron Valley School District is under an Exclusive Beverage Contract with Pepsi Bottling Company. User groups are expected to honor this contract and only sell or market Pepsi products. Noncompliance may result in loss of use of district facilities.
16. Use of the Huron Valley Equestrian Field at Milford High School must be approved by the Huron Valley Equestrian Committee. A \$50 deposit will be collected by the committee to cover any damage to the ring or building. The Equestrian Committee will be responsible for inspecting the grounds and returning the deposit. A copy of the School Facilities Request will be sent to the Milford High School building manager.

Initials _____