



BUILDING USE REGULATIONS BOOKLET

Board Approved: November 3, 2014

Director of Contracted Services
24821 Hall Road
Woodhaven, MI 48183

734.783.3300

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Woodhaven-Brownstown School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information, contact the: Office of the Superintendent, 24821 Hall Road, Woodhaven, MI 48183, 734-789-2357.

OBJECTIVE

The facilities of the Woodhaven-Brownstown School District (the “School District”) are used primarily to educate School District students and carry out the educational functions of the School District. However, these Building Use Regulations have been compiled so that School District facilities may be utilized by community groups when such use does not interfere with or impede the School District’s educational functions. The School District facilities are not an open public forum.

ARTICLE I – GENERAL CONDITIONS

SECTION 1: Eligible Purposes

- A. Provided such use is consistent with applicable federal, state and local laws, rules, regulations and ordinances, as well as the policies, procedures, rules and regulations of the Board of Education of the School District, School District may permit its facilities to be used by the non-School District users in a manner consistent with the original and primary uses of the facilities.
- B. Permission for the use of School District facilities may be granted to regional or state area conferences or to statewide educational groups on a reciprocal basis.

SECTION 2: Ineligible Purposes

- A. School District facilities may not be used for the teaching or promotion of any theory or doctrine of a subversive nature, or which is intended to undermine or overthrow the constituted government of the United States.
- B. School District facilities may not be used by children attending private or parochial schools while regular classes of the School District are in session.
- C. Permission may not be granted for use of certain school equipment which might be broken, damaged or be the cause of possible injury (such as office, laboratory, athletic equipment, computer equipment, audio visual equipment, and musical instruments, etc.)
- D. The School District reserves the right to cancel or limit building usage at any time for construction, maintenance, summer cleaning, Act of God days, and for other conditions the School District deems appropriate.

SECTION 3: Building Permit Required

- A. All School District facilities use shall be approved by the Assistant Superintendent of Business & Support Services, or his/her designee, utilizing the procedures within these regulations. Upon approval the organization shall be considered to have a permit to use the facilities in accordance with all applicable federal, state and local laws, rules, regulations and ordinances, as well as the policies, procedures, rules and regulations of the Board of Education of the School District.

SECTION 4: Priority of Use

- A. The District will use the following priority of usage for first right of assignment:
 - a. School athletics, curricular and extra-curricular.
 - b. Municipal recreation.
 - c. General public.
- B. The School District reserves the right to adjust the above schedule when conflicts arise based upon historical use and late requests.

ARTICLE II – APPLICATION REQUIREMENTS

SECTION 1: Local Sponsorship

- A. All applications for the use of School District facilities shall originate with responsible organizations or individuals who reside in, or have their principal place of business located within the boundaries of the School District, except under special circumstances approved in advance by the Board of Education. Permit holders shall not assign, transfer, sublet, or charge a fee to others for the use of School District property or facilities.
- B. The Board of Education reserves the right to:
 - 1. Require sufficient time for full review of all applications for use of School District facilities.
 - 2. Retain the first right to the use of its own property or facilities.
 - 3. Authorize cancellations with or without due notice.
 - 4. Set priority of usage if multiple requests are received for same time period.

5. If an Act of God causes the building/facility to be closed, the School District will notify the user/permit holder of cancellation of usage. Charges will not be invoiced for an Act of God cancellation.

All permits are granted with these understandings.

C. Issuance and Cancellation of a Permit:

1. Holders of permits may cancel their permit by giving the issuing office notice of the date to be cancelled. Forty-eight hours (48) hours written notice prior to the approved rental date is required for cancellation or charges shall be assessed.
2. The permit holder agrees to indemnify, defend and hold harmless the School District, its Board of Education (in their official and individual capacities), administrators, employees, agents and representatives from any and all claims, actions, suits, and judgments and expenses including claims, costs, attorney fees and damages in connection with, resulting from, or arising out of: i) the acts or omissions of the permit holder, its agents, members, invitees, attendees, partners, associates or employees; ii) the violation of any laws, rules regulations or ordinances or School District policy or procedures by the permit holder, its agents, members, invitees, attendees, partners, associates or employees; and iii) damage to any portion of the School District facilities or its property or bodily injury (including loss of life).
3. A copy of a Certificate of Liability Insurance properly endorsed to name Woodhaven-Brownstown School District as additional insured (in the minimum amount of \$1,000,000) must be filed with the application for facility use in the office of the Assistant Superintendent of Business & Support Services, or his/her designee, prior to being approved for a permit.

SECTION 2: Written Request for Use

- A. All applicants must apply for a permit with the Assistant Superintendent of Business & Support Services, or his/her designee, and must:
 1. Satisfy the Board of Education that they are responsible persons or officially represent responsible organizations;
 2. Guarantee orderly behavior;
 3. Underwrite damages due to their use of the School District's facilities and equipment;
 4. Guarantee that their program is of a nature suitable for presentation in the conformity with the regulations of the Board of Education; and
 5. Personally deliver the application to the Assistant Superintendent of Business & Support Services, or his/her designee, and provide a picture identification proving residency within the School District.

SECTION 3: Application Particulars

- A. The organization or individual making application for use of a School District facility must provide the following information:
 1. School/facility and rooms desired.
 2. Day(s), month and year, and start and end times requested.
 3. Nature of program or activity (copy of the program, if possible).
 4. Amount of admission charge if any. All admission charges must be pre-approved. Groups that charge admission may be subject to an additional fee.
 5. Use to which proceeds will be applied.
 6. Number of members in organization making application; names and addresses, percentage School District residential participants including notation of those who reside, or have a principal place of business located, within the boundaries of the School District.
 7. Any other organizations or individuals who are connected directly or indirectly with the proposed activity, and if so, in what manner.
 8. A statement that the applicant will accept full responsibility for any and all damages to any School District property in connection with the use of School District facilities.
 9. The application must be signed by an officer of the organization or individual authorized to do so.
 10. An evaluation will be conducted prior to and after use of the facility by authorized School District personnel and user.
 11. Equipment needed or special arrangements must be indicated on the building use form.

ARTICLE III – SPECIAL REQUIREMENTS

SECTION 1: Use of Materials by Permit Holder

- A. The use of any materials on floors or other parts of the School District building/facility without specific pre-approval of the Assistant Superintendent of Business & Support Services, or his/her designee, is prohibited.
 - 1. All decorations shall be displayed in a manner that will not be destructive to School District property.
 - 2. Without prior approval for displays, such displays shall be approved by the School District.
 - 3. All decorations shall be removed promptly after conclusion of the activity, but no later than six o'clock a.m. on the next day after the building has been used unless special arrangements are made in advance.

SECTION 2: Requirements for Materials Use

- A. All the decorations must fulfill the following requirements:
 - 1. No tacks, nails, or tape will be used on walls, doors, and floors.
 - 2. All materials must be flame retardant or flame resistant.
 - 3. The use of candles is prohibited.
 - 4. The use of flimsy decorations of any type is prohibited without permission of the Assistant Superintendent of Business & Support Services, or his/her designee. This includes but not limited to, paper or cloth streamers, artificial flowers, trees, vines, leaves, moss, shrubs, grass, cotton batten or any other materials for decorative purposes, or for the insulating or artistic enhancement or any other similar purposes, that will produce a quick or fast burning fire, regardless of whether it is flameproof or not.
 - 5. The use of imitation leather or other material consisting of or coated with proxylin base is prohibited.
 - 6. The permit holder shall notify the fire marshal of extensive decorations and request an inspection and approval.
 - 7. All decorations must comply with state and local fire codes.
 - 8. The School District reserves the right to request that the local fire marshal inspect decorations at the permit holder's expense.
- B. Damage to any School District property will be the responsibility of the permit holder. The permit holder will be invoiced for the cost of the repairs.

SECTION 3: Security/Police Protection

The permit holder shall assume responsibility for arranging and paying for any necessary police protection or security services as well as for any costs incurred should security or police protection be necessitated during the scheduled event. The permit holder must contact the Assistant Superintendent of Business & Support Services, or his/her designee, when such personnel will be used or if, during or following the event, security or police had to be contacted and/or dispatched.

SECTION 4: Damages and/or Loss of School Property

The permit holder shall be fully responsible for all damage or loss of any and all School District property, including that belonging to students or employees, caused by the permit holder, its agents, members, invitees, attendees, partners, associates or employees during the time the building is in use under the permit.

SECTION 5: Smoking

Smoking in School District buildings/facilities and on School District property is strictly prohibited.

SECTION 6: Alcoholic Beverages

Alcoholic beverages or liquors shall not be permitted on School District property at any time.

SECTION 7: Special Equipment Usage

It is the permit holder’s responsibility to make special arrangements with the Assistant Superintendent of Business & Support Services, or his/her designee, for use of special or extra equipment prior to the rental of the premises.

The permit holder is responsible for the extra compensation to be paid to School District employees, third party contractors or agents to operate or supervise special or extra equipment or transfer same from another building.

SECTION 8: Eligibility

Inaccurate or untruthful statements made in applications or violations or regulations may place the responsible persons or organizations, or both, on an ineligible list. Subsequent applications of such persons/entities place on the School District’s ineligible list will be referred to the Board of Education, who will determine whether disbarment shall be temporary or permanent.

SECTION 9: Premises Availability

School District Buildings will be opened one-quarter hour before the scheduled time of the program and closed one-quarter hour after scheduled end of program unless the rental application specifies otherwise. Permit holders are expected to vacate the School District property within one quarter hour of their scheduled event. Additional time will be charged in multiples of one-half hour.

ARTICLE IV – CHARGE CLASSIFICATIONS

The following groups or organizations will be charged according to the rates as set forth in this Building Use Regulations Booklet.

SECTION 1: Class I – School and School Related Organizations, Events, Youth and Non-Profit Organizations for the Benefit of School District students.

- A. Class I applicants and organizations must reside, or have their principal place of business within the boundaries of the School District.
- B. Class I Organizations
 - 1. School District events, programs and activities.
 - 2. School/student related activities (P.T.O., booster, organized district alumni groups, etc.)
 - 3. School District employee organizations’ meetings.
 - 4. Municipal elections.
 - 5. Local recreation programs solely organized for youth development (Governmental run Little Leagues, Local Governmental Recreation Departments, Woodhaven Jr. Warriors Football and Cheerleaders.)
- C. Facility Charges
 - 1. No facility rental charges will be incurred by Class I users.
 - 2. Additional expenses incurred by the School District including custodial, electrical or other support services will be charged to the permit holder on an actual cost basis plus indirect cost per Article VIII.
 - 3. All required fees will be invoiced and be payable within 30 days of receipt of the invoice.
- D. Any organizational group charging an admission fee and/or tuition is automatically charged at Class II or Class III pricing unless a separate written agreement is reached with the School District in conjunction with Article VIII. Superintendent or designee has the sole right to waive this requirement without recourse to the applicant.

SECTION 2: Class II – Governmental & Non-Profit Organizations

- A. All Class II applicants or organizations must reside or have their principal place of business located within the boundaries of the School District, except under special circumstances approved in advance by the Board of Education.
- B. Class II Organizations
 - 1. Organized nonprofit community groups and associations.
 - 2. Local Governmental agencies or local neighborhood groups (i.e. homeowner’s associations meeting, adult recreation activities, baby showers, etc...)

3. Religious groups for regular church services, religious instruction or adult recreational use.
Private or parochial schools.
5. Political candidates and organizations.
- C. Facility Charges
 1. Class II Organizations per Article VII, Section I Schedule of Rates for Building Use and Article VIII.
 2. All required fees will be invoiced and be payable within 30 days of receipt of the invoice.

SECTION 3: Class III – Outside Commercial Businesses and Organizations

- A. All Class III applicants or organizations must reside or have their principal place of business located within the boundaries of the School District, except under special circumstances approved in advance by the Board of Education.
- B. Class III Organizations
 1. For profit groups within the community where such profit is used by the group for the advancement of the group.
 2. Groups must be recognized and organized community groups.
- C. Charges
 1. Class III Organizations per Article VII Section I: Schedule of Rates for Building Use and Article VIII.
 2. All required fees will require a deposit and the remaining balance to be invoiced and payable within 30 days of receipt of the invoice.

ARTICLE V – USE OF AUDITORIUM

SECTION 1: Auditorium

- A. During School Hours
 1. The High School Principal’s office shall maintain a daily use calendar of the auditoria.
 2. Staff wishing to use the Full Auditorium, (700 capacity) or Main Auditorium (500 capacity), should schedule a minimum of one week prior to use and may be required to submit an “Application and Permit for Use of Building” form.
 3. Legitimate uses of the auditorium by staff are determined by the Principal.
 4. Groups other than the High School staff wishing to use the Main Auditorium or Full Auditorium during school hours must submit an “Application and Permit for Use of Building”, providing ample time for scheduling through the office of the Principal.
- B. After School Hours
 1. Any group wishing to reserve use of the auditorium after school hours must submit an “Application and Permit for Use of Building.”
 2. Staff wishing to use the auditorium for after school hours must submit an “Application and Permit for Use of Building”. This includes school plays, concerts, rehearsals, elementary school programs and middle school programs.

SECTION 2: Supervision

- A. Custodial Responsibilities
 1. A custodian will open auditorium areas and provide requested equipment for use during the school day.
 2. All scheduling requiring the use of Full or Main Auditorium may require the supervision of a custodian.
 3. Depending upon the use of the auditorium, additional supervision may be necessary including an auditorium supervisor, staff members, stagehands, etc. The actual cost of these additional personnel will be passed on to the permit holder.
- B. Staffing of Performance
 1. During school hours compensation may be provided for stage hands, advisors, and custodians.
 2. District approved stagehands and/or advisors are required for partial or full use of the stage and equipment.
 3. District approved operators are required for use of projection equipment in control room.

4. All after school hourly work, except for the High School drama and musicals, chorus and band, will be compensated by the organization renting/using the building/facility.
5. A School District approved auditorium advisor or custodian must be present when the full stage is involved for a performance. He/she shall also be present at rehearsals involving light settings or extensive scene setting.
6. Stage hands shall be present as follows:
 - Full and Main Auditorium – Minimum of 1 person
 - Full stage – 4 people
7. The School District reserves the right to select and assign all stage hands, equipment managers, advisors, and other personnel.

SECTION 3: Equipment Used in the Auditorium

- A. All School District-owned equipment and controls will be handled by personnel designated by the School District.
- B. Projection equipment will remain in the auditorium area.
- C. No pieces of equipment will be loaned from the auditorium area except for other school programs that occur and only upon request.
- D. Upon written request, bookings may use the podium, lighting, platforms, upright pianos, amplifying equipment, projectors, etc. Stage props and scenery, if used intact, may also be used with prior approval.

SECTION 4: Unlocking of Areas in the Auditorium

- A. Lavatories locked except for public functions where the general public is invited for a performance. Other bathrooms will be available in the facility.
- B. Custodian will unlock daily only those areas to be used.

SECTION 5: Classification of Groups and Charges for Use of Auditorium

- A. Class I - School and School Related Organizations, Events, Youth and Organizations for the Benefit of School District students - School performances (plays, concerts, musicals, etc).
 1. School sponsored performances (parent groups, school clubs, and other community-based organizations whose service objectives are generally school wide in nature).
 2. Recognized school clubs and school related organizations using the auditorium for fund raising shall pay \$75.00 per use shall be limited to four (4) hours maximum. All admission charges must be pre-approved. Those groups charging admission may be subject to an additional fee determined by Superintendent or designee. School sponsored events are exempt from the additional fee.
- B. Class II and III as stated in Article IV Charge Classifications.
 1. Charges apply
 2. All admission charges must be pre-approved. Groups charging admission may be subject to an additional rental fee.

ARTICLE VI – USE OF OTHER AREAS

SECTION 1: Kitchens and Cafeteria

- A. School District assigned personnel must be hired to operate kitchen equipment. Personnel must hold serve safe certification for use of the kitchen, cafeteria, or concession stand area for food preparation.
- B. An additional charge may apply if chairs and tables are required to be set up and/or removed. Such charge will be added to the rental/user fee.

SECTION 2: Pools and Gymnasium

- A. Written verification of a certified lifeguard, with a ratio of one lifeguard for every twenty-five people, is required in advance and must be provided by the permit holder.
- B. If there is an accident in the pool such as human waste, etc. the renter/permit holder will be charged for the clean-up costs.

ARTICLE VII – RENTAL RATES – Class II and Class III

SECTION I: Schedule of Rates for Building Use – Class II & III

FACILITY CHARGES

<u>ELEMENTARY SCHOOLS</u>	<u>CLASS II & III</u>
Kitchen	\$25.00 per hour / 2 hour minimum
Gymnasium	\$25.00 per hour/ 2 hour minimum
Cafeteria	\$25.00 per hour/ 2 hour minimum
Stage & Lighting	\$30.00 per hour/ 2 hour minimum
Media Centers	\$30 per hour / 2 hour minimum
Classrooms	\$15.00 per hour/2 hour minimum
Art and Music Rooms	Not Available
Computer and Science Rooms	Not Available
<u>MIDDLE SCHOOLS</u>	<u>CLASS II & III</u>
Kitchen	\$25.00 per hour/ 2 hour minimum
Cafeteria	\$25.00 per hour/2hour minimum
Gymnasium	\$50.00 per hour/ 2 hour minimum
Pool *	\$75.00 per hour/ 2 hour minimum includes chemical
Media Centers	\$30 per hour / 2 hour minimum
Classroom	\$15.00 per hour/2 hour minimum
Art and Music Rooms	Not Available
Large Group Instructional/Stage Room	\$50.00 per hour/2 hour minimum
Computer and Science Rooms	Not Available
<u>HIGH SCHOOL</u>	<u>CLASS II & III</u>
Classroom	\$15.00 per hour/ 2 hour minimum
Kitchen	\$25.00 per hour/ 2 hour minimum
Cafeteria	\$25.00 per hour/2 hour minimum
Gymnasium	\$75.00 per hour/ 2 hour minimum
Pool *	\$75.00 per hour / 2 hour minimum includes chemical
Media Center	\$30 per hour / 2 hour minimum
Art and Music Rooms	Not Available
Computer and Science Rooms	Not Available
Print Shop and Welding Shop	Not Available
<u>Baseball Fields</u>	
Permit fee per week authorizes the following:	\$10.00 per week (no indirect cost & non-refundable)
Two practices per week, two hour maximum per day	Payment must be submitted with field use application
Additional weekend game allowed (see appendix B)	See Business Office memo (appendix B)
Varsity Baseball & Softball Fields permits are not allowed unless approved by the Superintendent	Rate determined by the Superintendent or designee
<u>Tennis Courts</u>	
Permit required for use of tennis courts	No fee, subject to change by Board directive

Rates effective **November 3, 2014**

*** Pool Accident Rates: If there is an accident in the pool such as human waste, etc. the renter/permit holder will be charged for the clean-up costs.**

SECTION 2: Schedule of Rates for Building Use - Auditorium

A. Class II – Woodhaven-Brownstown School District Community Groups

	With Stage Lighting (hourly rate)	Without Stage Lighting (hourly rate)
a. Full Auditorium – 2 hour minimum (700 cap.)	\$350.00	\$250.00
b. Main Auditorium - 2 hour minimum (500 cap.)	\$275.00	\$175.00
c. Rehearsals (4 hour Maximum)	\$175.00	\$125.00

B. Class III – Outside – For Profit Woodhaven-Brownstown School District Groups

	With Stage Lighting (hourly rate)	Without Stage Lighting (hourly rate)
a. Full Auditorium	\$450.00	\$350.00
b. Main Auditorium	\$375.00	\$275.00
c. Rehearsals (4 hours maximum)	\$250.00	\$200.00

A School District trained auditorium technician and custodian will be required for all auditorium uses. Fees will be established on basis of services required.

SECTION 3: High School Stadium Use and Charges

CLASS II & III and Additional Charges for Additional Staff – All Classes

Football Field	\$175.00 per hour *2 hour minimum
Concession Stand	\$40.00 per hour *2 hour minimum
Lights	\$40.00 per hour *2 hour minimum
School District will determine based on the event and facilities requested and the hours of custodial service required.	Actual cost based on union contract for hourly rates-regular or overtime as needed; *2 hour minimum
Field marking (chalk/paint) is available only by Woodhaven-Brownstown School District personnel.	Actual cost of materials and actual cost of labor based on union contract for hourly rates-regular or overtime as needed; *2 hour minimum
School District trained and assigned tradesman for sound system and lights.	Actual cost based on union contract for hourly rates-regular or overtime as needed; *2 hour minimum

*Illustrative 13-14 Hourly Custodial Rate Charge-\$13.39 hour

2014-15 Indirect Cost Rate as Certified by State of Michigan – 8.93%

ARTICLE VIII – ADDITIONAL INFORMATION

SECTION 1: Alternatives for Scheduling

- A. If a building is requested to be used weekly throughout the year, the School District may enter in to a long term contract with the organization following the schedule of rates herein for the appropriate class.
- B. The rates on the preceding page shall be subject to change upon periodic review. Except where the Building Use Regulations are amended by Board action, these provisions will be administered without exception or modification.

SECTION 2: Contact Information

- A. If you need further information regarding Building Use Regulations, you may contact the Director of Contracted Services, or his/her designee, at 734-783-3300.
- B. Address inquiries to: Director of Contracted Services
24821 Hall Road
Woodhaven, MI 48183

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Woodhaven-Brownstown School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information, contact the: Office of the Superintendent, 24975 Van Horn Rd., Brownstown, MI 48134, 734-789-2357.

Building Use Request
WBSD Administration Building
24821 Hall Road, Woodhaven, MI 48183
734-789-2346

Building Requested (Circle One) One application per building requested.	WHS BATES	PHMS ERVING	BMS GUDITH	WEGIENKA YAKE	ADMIN. BLDG SPECIAL SERVICES
Requested Area	<input type="checkbox"/> NUMBER OF CLASSROOMS	<input type="checkbox"/> CONCESSION STAND	<input type="checkbox"/> FOOTBALL	<input type="checkbox"/> HALLWAY	<input type="checkbox"/> KITCHEN
	<input type="checkbox"/> LGI ROOM	<input type="checkbox"/> LOBBY	<input type="checkbox"/> LOCKER RM/S	<input type="checkbox"/> MAIN GYM	<input type="checkbox"/> POOL
	<input type="checkbox"/> SR LOUNGE	<input type="checkbox"/> CAFETERIA	<input type="checkbox"/> MEDIA	<input type="checkbox"/> AUX GYM	<input type="checkbox"/> OTHER _____
Equipment Requested	<input type="checkbox"/> CHAIRS	<input type="checkbox"/> FIELD LIGHTS	<input type="checkbox"/> MICROPHONE	<input type="checkbox"/> OVERHEAD PROJECTOR	<input type="checkbox"/> PODIUM
	<input type="checkbox"/> SCOREBOARD	<input type="checkbox"/> SOUND EQUIPMENT	<input type="checkbox"/> TABLES	<input type="checkbox"/> TV	
	<input type="checkbox"/> OTHER _____				
Amount of Admission/Gate Charge				Day of Week:	
Date Requested		Building Open By		Hours Requested	
Renting Organization/Affiliate					
Address			City		Zip
Rental Purpose/Attached Description					
Number of Participants			District Residents (Attached Roster)		
Organization Representative				Date	
Home Phone		Daytime Phone		Booklet Received	
Building Principal				Date	
Athletic Director/Building Use Coordinator				Date	
Director Support Services				Date	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>					

- Distribution ♦ Athletics ♦ Building Principal ♦ Renting Organization
 ♦ Building Custodian ♦ Maintenance HVAC ♦ WBSD Business Office (Only if Charges Apply)
 ♦ Technology

For Additional Required Information
 Please Refer to Other Side

Building Use Request

Required documentation to be submitted with every application:

- ➔ A current copy of requestor's driver's license documenting district residency.
- ➔ A current copy of 'Certificate of Liability Insurance' must be presented with completed application.
- ➔ A roster including the names/addresses of members residing in the WBSD.

- 1) Building and equipment borrowed are to be left in the same condition as originally found. The school building and equipment shall be under **direct control of the attending Custodian**.
- 2) Authorized personnel will conduct an evaluation of the facility prior to and after function.
- 3) The organization renting the building/grounds assumes full responsibility for the orderly conduct of all those present for any personal injury incurred and for any damages done to the building/equipment.
- 4) **The use of alcoholic beverages including non-alcoholic beer is not permitted on school property at any time!**
- 5) Smoking is prohibited in school buildings and on school grounds by State law.
- 6) Appropriate gym shoes (non-marking soles) must be worn in all gym areas.
- 7) Any organization failing to adhere to these regulations may forfeit privileges for further use of any school facility.
- 8) Payment is due to the WBSD Business Office within (30) days of receipt of the invoice.

NOTE: Any change to an approved request must be cleared through the Building Use Coordinator.

In case of emergency or if maintenance problems occur when a custodian is **NOT** available, please call Building Use Coordinator 734-377-8159 or Director Services 734-891-7337.

NOTE: DEVIATIONS TO THIS REQUEST MUST BE PRE-APPROVED BY THE BUILDING USE COORDINATOR.

WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT OFFICE USE ONLY

CHARGE NO CHARGE

CLASS _____ SUB CLASS _____

AREA RENTAL CHARGE	\$ _____	CUSTODIAN FEE	\$ _____
EQUIPMENT CHARGE	\$ _____	QUALIFIED DISTRICT STAFF FOR EQUIPMENT OPERATION	\$ _____
MISC. FEE/INDIRECT COST (9.70%)	\$ _____	% OF ADMISSION/GATE FEES IF APPLICABLE	\$ _____

***** TOTAL \$ _____**

***The WBSD Business Office will send final detailed invoice to renting organization.

Any questions on your invoicing please call 734-789-2353.

Notes: