



# Boayne City Public Schools

Excellence in Academics, Arts & Athletics

Central Office • Patrick Little, Superintendent • 321 South Park St. • Boyne City, MI 49712 • Phone 231.439.8190 • Fax 231.439.8195

Effective 8-1-2020

Date received from Applicant

## Application for Reserving Facility / Equipment

Facility / Equip.  
Room Request:

Type of  
Function:

Organization:

Requested By:

Address:

City:

State:

Zip:

Non-Profit

Profit

Phone #:

Email:

Date \_\_\_\_\_ through \_\_\_\_\_ Check Days of Events: Mon Tues Wed Thurs Fri Sat Sun

Additional Dates \_\_\_\_\_

Time Requested: \_\_\_\_\_ to : \_\_\_\_\_ Time Event Starts: \_\_\_\_\_ Event Ends : \_\_\_\_\_

*If you need set-up time please indicate time the room is needed and ALSO what time event will start and end.*

### Check Desired Services/Equipment

Lighting Equip PA System Tables Sound Equip TV/VCR Chairs Other \_\_\_\_\_  
Custodial Support Computer Tech Support Kitchen Staff Support Other \_\_\_\_\_

### Conditions

1. Application must be in the Building Principal Office at **least ten (10) working days prior to the date activity** is to take place.
2. The applicant is fully responsible for all facilities requested and **will be billed for any damages or loss of school property.**
3. There will be from time to time throughout the K-12 school year when this **request may have to be cancelled.** It is our hope that you will understand that K-12 programs have priority over service clubs, scouting activities, etc.
4. **Rental fees and deposit amounts** are determined by district policy.
5. An **additional fee** will be charged when technical/custodial/kitchen services are necessary.

*I understand and agree to the above – also the above day(s) and time(s) reflect all necessary set up and clean-up. I understand that this application agreement is void during holidays, unless special arrangements are made as in note number five (5).*

Date:

Signature of Applicant (Must be Signed to be Valid)  
(High School Students must have Advisor Sign)

☐ Approved ☐ Disapproved ☐ Available ☐ On Calendar

#### OFFICE USE ONLY

Building Principal/Superintendent

Date

Fees Applied:

Room/Equip \_\_\_\_\_ Sound/Light \_\_\_\_\_ Tech Fee \_\_\_\_\_  
Custodial \_\_\_\_\_ Kitchen Fee \_\_\_\_\_ Other \_\_\_\_\_

Notes:

#### PAYMENT INFORMATION

Total Amount Billed \_\_\_\_\_ Invoice # \_\_\_\_\_ Date of Invoice \_\_\_\_\_ Sent By: \_\_\_\_\_



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## Use of School Facilities Pricing Sheet (7510A) Effective 8/1/2020

Elementary School Building	Fee	Middle School Building	Fee	High School Building	Fee	BCEC Building	Fee
Classroom, Media Center	\$30	Classroom, Media Center	\$30	Classroom, Media Center	\$30	Classroom, Media Center	\$30
Gymnasium	\$100	Gymnasium	\$100	Gymnasium	\$100	Gymnasium	\$100
Weight Room	NA	Weight Room*	\$50	Weight Room*	\$50	Weight Room	NA
Kitchen <b>OR</b> Cafeteria/Stage	\$100	Kitchen	\$100	Kitchen	\$100	Kitchen	\$100
Cafeteria	\$75	Cafeteria	\$75	Cafeteria	\$75	Cafeteria	\$75
Cafeteria/Kitchen/Stage	\$150	Cafeteria/Kitchen	\$150	Cafeteria/Kitchen	\$150	Cafeteria/Kitchen	\$150
Computer Lab	\$75	Computer Lab	\$75	Computer Lab	\$75	Computer Lab	NA
Set Up/ Tear Down**	Custodial Fees Apply	Set Up/ Tear Down**	Custodial Fees Apply	Set Up/ Tear Down**	Custodial Fees Apply	Set Up/ Tear Down**	Custodial Fees Apply
Tech Support During Use	\$50/hr	Tech Support During Use	\$50/hr	Tech Support During Use	\$50/hr	Tech Support During Use	\$50/hr

☆ Above fees are for the first (1<sup>st</sup>) three (3) hours. Additional time at one half (1/2) base rate per hour.

See BCPS PAC agreement and policy for other fees.

Other Fees	Fee
**Custodian or Kitchen: Mon-Fri after 8:30 pm and all day Saturday	\$50/hr
**Custodian or Kitchen Help: Holidays and Sundays	\$75/hr
Equipment – Chairs	\$1.25/chair

### AVAILABILITY

Approval of any application is dependent upon availability of the facility. Any permit for use of school facilities may be revoked where need of the facility for school purposes has subsequently developed. Student activities will have priority over any community or outside organization.

### PRIORITY CLASSIFICATIONS FOR GROUP USE OF FACILITIES

District functions or activities all inclusive up to school dismissal on any day school is in session. School groups are defined as student council, classes, organized clubs, and community education activities. Also, meetings for school board, staff and other directly related school groups. All other groups will be considered on a space available basis.

### RENTAL AND OTHER FEES

Groups will be charged for custodial or kitchen help if it is not in an overtime situation within their normal schedule. If an event requires special custodial set-up, and/or clean-up which interferes with regularly scheduled work, a fee may be charged to the group. A district representative or technician must be present when using district equipment, i.e. computers, A.V. equipment, kitchen equipment. When using the gymnasium or kitchen school facilities, a district approved attendant must be present and paid for by the renter in some cases, a fee for their presence may be charged to the renter.

### PAYMENTS

Room usage fees are to be paid upon completion of the request (at the time application is filled out). Request must be made at least two (2) weeks prior to the event. Custodial and/or kitchen help fees will be paid by the district and charged to the group using the facility. All payments should be made promptly to the district upon receipt of the statement.

### BOND/INSURANCE

Insurance – the applicant and/or the organization agrees to assume all responsibility for damage or liability of any kind and further agrees to save harmless the district for any expenses or costs in connection with the use of the school facilities under this agreement. The district may require a comprehensive general liability insurance policy covering bodily injury and property damage in an amount not less than \$1,000,000 for each occurrence.

The person or group using the facility may be required to provide security for the event to the satisfaction of the superintendent. The cost of the security arrangements for the event will be the responsibility of the person or group using the facility.

### EQUIPMENT

Chairs may be rented on a case-by-case basis at a cost of \$1.25 per chair.

**\*The weight room rental requires renter to have a safety presentation from designated BCPS staff due to liability.**