

WATERFORD SCHOOL DISTRICT Performing Arts Center Agreement

INTERNAL USE ONLY:
 _____ Facility Usage Agreement
 _____ Supervisor Signature
 _____ Proof of Insurance
 _____ Hold Harmless
 _____ Deposit Check

Group: II III

Facility Requested	Room/Area Requested	Date/s Needed	
Organization	Description of Activity	Expected Attendance	
Rental Start/End Time	Actual Event Start/End Time		
Name of Supervisor	Home Phone	Cell Phone	Office Phone
Address	City	State	Zip
E-mail Address			
Substitute Supervisor	Home Phone	Cell Phone	Office Phone

1. School Programs (regular, extra-curricular, or school related) takes precedence over the use of school facilities by a non-school organization or group.
2. It is the user's responsibility to stay informed of school activities that may conflict with the facility use. That may be done by regularly checking the Waterford School District cable TV channel, website, or calling the Facility Usage Coordinator at 682-0386. When possible you will be notified of conflicts and/or cancellations.
3. Use of facility and/or equipment is permitted only during the agreed upon date and time as written in the Facility Usage Agreement Form.
4. The user/supervisor agrees to provide a **first aid kit, cell phone**, and any special equipment necessary for activities in gym or on school grounds and agrees to be responsible for full compliance with the Americans with Disabilities Act pertaining to its use of the Facility.
5. The responsible party (the supervisor who signs this form) is responsible for making sure that all participants are out of the building before leaving. Children may not be left unattended to wait for rides. **Children must be supervised at all times!**
6. Each group must have at least one adult (minimum age 21 years old) responsible for the supervision. If designated supervisor cannot be in attendance, arrangement for an alternate must be made in advance. **NO** one other than the designated supervisor may sign the Facility Usage Agreement Form. Responsible supervisor must provide reasonable and appropriate supervision and shall be responsible for the conduct and control of both patrons and participants and shall see that all district procedures including safety are followed.
7. Children will not be admitted to the building until the supervisor is present.
8. The users of school equipment must accept liability for and damage or loss to such equipment that occurs while it is in their use. Users shall be financially liable for damage to the facilities and for proper supervision.
9. Groups will be confined to their assigned areas. The supervisor is responsible for all persons in the assigned area and must stay until everyone has left the premises. The supervisor is responsible for having all persons supervised out of the building and to secure all outside doors before leaving the building.
10. Courtesy and respect should be shown to all building employees and other Waterford citizens who may be using the facility.
11. School offices and office equipment are not available for usage. Office equipment is not included in this agreement. Areas not specifically designated for use are not available and may not be used.
12. Abusive conduct or language is not permitted in the facility. This is an educational complex and we want to maintain a positive atmosphere that is child friendly at all times.
13. **SMOKING, ALCOHOL, OR DRUGS** are not allowed on school district property, or within 500 feet of school district grounds, per state law. Any evidence of usage will result in immediate cancellation and refusal of future usage.

14. **Payment:** The applicant is responsible for payment of all charges associated with the group's use of facilities/sites: It is preferred that all payments be made to Waterford School District at the time of application, but must be paid no later than thirty days after invoicing by the Waterford School District. Checks should be made payable to "Waterford School District," **Attention: Facility Usage, Chris Luckes, 1150 Scott Lake Road, Waterford, MI 48328. Group III users will be required to pay a 50% deposit upon completion of the Facility Usage Agreement Form. For users renting the Performing Arts Centers, payment is due in full one week prior to the scheduled event.** **Notification of cancellation** must be submitted to the School and Community Services, **248-682-0386**, at least 48 hours before scheduled activity or **two weeks notice** for those renting the Performing Arts Center or 50% of deposit will be charged. Non-payment of rental fees within 30 calendar days after facility use will result in the loss of facility uses privileges, unless payment arrangements are made in advance.
15. Groups will accept liability for any damage or loss to such facility that occurs while it is in their use. Groups will be financially liable for damage to the facilities and for proper supervision.
16. Users will maintain an allergen-free environment where posted. No snacks allowed in classrooms. No allergens or allergen containing products allowed for art or other projects. Must refrain from using allergen-free labeled table if using cafeteria.
17. No coolers, food, or beverages, except capped bottle water, in the PAC Dressing Rooms.
18. No coolers, food, or beverages of any kind are allowed inside the PAC. This applies to all guests including staff, judges, video, and sound personnel. A break room is provided for the consumption of these items.
19. Food preparation is not allowed. No crock pots, food warmers, or other food appliances allowed in the facility.
20. No tapping is allowed in the halls surrounding the PAC, the Dressing Rooms, or the Gym. A tapping area is provided for all tap dancers in the cafeteria.

Violations of the above rules will result in the refusal of future usage.

Insurance Requirement:

Group I – These activities are considered school programs.

Group II and III – These activities require the group to provide Certificate of Insurance for workers compensation, if applicable, liability for bodily injury and property damage, or any other type of insurance as the Administration deems necessary. The minimum liability limits of such public liability insurance and property damage shall be in the amounts of one million (\$1,000,000) dollars per claim, and two million (\$2,000,000) dollars per occurrence and shall name Waterford School District as additional insured. The Certificate of Insurance must be submitted with the Waterford School District Facility Usage Agreement.

Rental Fees

Facility		Group II	Group III	Fee
Performing Arts Centers:				
Event Package <i>(Includes box office, 2 dressing rooms, stagehands, technical advisor, and spotlights)</i>	4 Hours	\$1099	\$1354	
Hourly Rate (over 4 hours)	_____ Hours @	\$239/hr	\$265/hr	
Rehearsals	_____ Hours @	\$130/hr	\$155/hr	
Site Manager (required):				
Monday through Friday	_____ Hours @ X _____ Site Managers	\$23/hr	\$23/hr	
Saturday and Sunday	_____ Hours @ X _____ Site Managers	\$33/hr	\$33/hr	
*Custodians (required):				
Monday through Saturday	_____ Hours @ X _____ Custodians	\$36/hr/custodian	\$36/hr/custodian	
Sunday/Holidays	_____ Hours @ X _____ Custodians	\$46/hr/custodian	\$46/hr/custodian	
*Minimal custodial fee is indicated. Additional custodial overtime will be billed if applicable.				
Cafeteria:				
	_____ Hours	\$30/hr	\$56/hr	
Classroom Rental:				
Building Classrooms	_____ Hours @	\$12/hr	\$20/hr	
Gymnasiums:				
High Schools	_____ Hours @	\$40/hr	\$76/hr	

*Advertising/Messaging				
Mott or Kettering H.S. only		\$12/daily	\$22/daily	
**Additional Equipment				
TV & VCR Combo Cart		\$26	\$26	
Upright Piano		\$36	\$36	
Grand Piano		\$103	\$103	
Overhead Projector		\$21	\$21	
LCD Projector		\$75	\$100	
Wireless Lapel Microphone		\$50	\$75	
Wired Microphone		\$20	\$25	
RF Mouse		\$12	\$15	
Extension Cord		\$5	\$5	
Flip Charts		\$5/each	\$5/each	
Chairs		\$1/each	\$1/each	
Tables		\$2/each	\$2/each	
TOTAL				\$
Minus Deposit Received				(-)
BALANCE DUE				\$

****Minimal custodial fee is indicated. Additional custodial overtime will be billed if applicable.***

*Advertising/messaging available only the day of event, M-F after 3:00pm, S&S 6am-11pm

**If available at the requested building.

By signing this agreement I understand that I am responsible for adhering to these guidelines and if one or more are violated I will lose my privilege of using this facility.

Signature of Supervisor

Date

Building Principal, Designee, or Building Facility Coordinator

Date

Comments: _____

INTERNAL USE ONLY:

Condition of the facility after use: _____

Additional Fees Billing: _____

Additional Damage Billing: _____

Building Principal, Designee, or Building Facility Coordinator *Date*