

# WATERFORD SCHOOL DISTRICT PFC Facility Usage Agreement

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

**Group:**       II    III (non school affiliated)

Location: School	Room/Area Requested	Date/s Needed	
Organization	Description of Activity	Expected Attendance	
Rental Start/End Time DAY 1	Actual Event Start/End Time		
Rental Start/End Time DAY 2	Actual Event Start/End Time		
Rental Start/End Time DAY 3	Actual Event Start/End Time		
Name of Supervisor	Home Phone	Cell Phone	Office Phone
Address	City	Zip	
Substitute Supervisor (s)	Home Phone	Cell Phone	Office Phone
Substitute Supervisor (s)	Home Phone	Cell Phone	Office Phone

**Insurance Requirement:**

**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.

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 Pool and Fitness Coordinator at 248-674-6359. 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 **cell phone** and any special equipment necessary for activities in pool 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. The custodian is not responsible for supervision of children or programs.
- 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. Gym shoes are mandatory in the gym for athletic activity. Footwear is required outside of the pool and locker rooms.
- 13. 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.
- 14. 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.
- 15. If clean up, set up, or take down of equipment is required, you will be billed per custodial contract rate
- 16. **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: Michelle Koppin, 1151 Scott Lake Road, Waterford, MI 48328. **Group III users will be required to pay a 25% deposit upon completion of the Facility Usage Agreement Form and the other 25% two weeks prior to the event. The remaining 50% will be invoiced following event.**  
Notification of cancellation must be submitted to the Pool & Fitness Center Coordinator, 248-674-6359, at least 48 hours before scheduled activity, or full fee and labor costs 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.
- 17. Violations of the above rules will result in the refusal of future usage
- 18. Eight volunteers are required for all events to ensure proper usage of facility. 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.
- 19. Users will maintain an allergen-free environment where posted. No snacks allowed on the pool deck

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

\_\_\_\_\_  
Pool & Fitness Center Coordinator or Designee

\_\_\_\_\_  
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*

**Rental Fees are  
located on Page 3.  
  
Signature required  
on Page 3!**

## Rental Fees Event:

Facility		Group II	Group III	Fee
<b>Classroom Rental:</b>				
Multi Purpose room from Pool	_____ Hours @	\$21/hr	\$41/hr	
Party Package (2 hrs w/swimming)	_____ pkg @	-	-	\$90.00
Other Party Package fees: Non. Res fee \$10, Summer special \$75 and Timing Office Party Package \$80				
<b>Pools:</b>				
Instructional	_____ Hours @	\$31/hr	\$51/hr	
Competitive	_____ Hours @	\$82/hr	\$128/hr	
Per Lane		_____ lanes _____ Hrs	_____ lanes _____ Hrs	\$11.00 lane/hr
Whole Pool facility (both pools, MPR, timing office & balcony)	_____ Hours @	\$140/hr	\$170/hr	
<b>Concessions will be available depending on school event schedules:</b>				
<b>Swim Meet Items:                      Quantity Needed</b>				
Set Up /Take Down Fee	1 per meet	_____ \$ 60 Dual	_____ \$100 Inv.	
Pool Locker Rooms	Yes    No			
Additional Men's Locker room	Yes    No			
Additional Women's Locker room	Yes    No			
Colorado Timing System:				
Touchpads (8)	Yes    No			
RJP's (8)	Yes    No			
Scoreboard display	Yes    No			
Starter	Yes    No			
Meet Manager Computer	Yes    No			
Meet Manager Printer*	Yes    No			
Timing System Operator**	_____ Hours @	\$20/hr	\$20/hr	**Optional
Tables:				
Hospitality Room				
Concessions/eating area				
Admissions				
Chairs:				
Pool Deck				
Other				
<i>*Rental groups must supply their own paper, office supplies, stop watches and clipboards.</i>				
<b>Custodians (Minimal custodial fee is indicated. Additional custodial overtime will be billed if applicable.)</b>				
Monday through Saturday	_____ Hours _____ Custodians	\$36/hr Per custodian	\$36/hr Per custodian	
Sunday	_____ Hours _____ Custodians	\$46/hr Per custodian	\$46/hr Per custodian	
<b>Advertising/Messaging</b> (Advertising/messaging available only the day of event, M-F after 3:00pm, S&S 6am-11pm)				
Mott or Kettering H.S. only		\$12/daily	\$22daily	
<b>Additional Equipment</b> (If available at the requested building.)				
TV & VCR Combo Cart		\$26	\$26	
Overhead Projector		\$21	\$21	
<b>SUB-TOTAL</b>			<b>DATE</b>	<b>\$</b>
<b>Minus Deposit (25%) Rec'd</b>				(-            )
<b>Minus Second (25%) Rec'd</b>				(-            )
<b>GRAND TOTAL</b>	<b>Invoiced:</b>			<b>\$</b>

 \_\_\_\_\_  
 Signature of Supervisor

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 PFC Coordinator or Designee

 \_\_\_\_\_  
 Date