

FACILITIES USE APPLICATION

Bath Community Schools
 6175 E. Clark Road • P.O. Box 310
 Bath, Michigan 48808
 (517) 641-6721

DATE SUBMITTED _____
 GROUP NAME _____ EMAIL _____
 CONTACT NAME _____ PHONE _____
 ADDRESS _____ CITY/STATE/ZIP _____

CATEGORY: CATEGORY 1 School Sponsored
 CATEGORY 2 School Affiliated
 CATEGORY 3 Non-Profit
 CATEGORY 4 Commercial

RESIDENT: YES
 NO

**AT LEAST 75% OF GROUP PARTICIPANTS
 MUST RESIDE IN THE BATH SCHOOL
 DISTRICT TO QUALIFY AS RESIDENT**

BUILDING	COMPETITION GYMNASIUM	GYMNASIUM	AUDITORIUM	LECTURE HALL	MEDIA CENTER	CAFETERIA	KITCHEN	OUTSIDE FACILITIES (SPECIFY)	OTHER (SPECIFY)
ELEMENTARY SCHOOL	N/A		N/A	N/A					
MIDDLE SCHOOL	N/A			N/A					
HIGH SCHOOL			N/A						

DATE(S) REQUESTED: _____

TIME REQUESTED: FROM: _____ A.M. / P.M. TO: _____ A.M. / P.M.

DAILY WEEKLY
 MONTHLY ONE TIME
 OTHER (SPECIFY) _____

PURPOSE OF USE: _____

 SPECIAL NEEDS: _____

 COMMENTS: _____

To Cancel Event:
 M-F | 7:30 am-4:00 pm
 Call (517) 641-6721
 After hours/weekends
 Call (517) 641-6723

The User agrees to defend, indemnify and hold harmless the School District, its boards, employees, and representatives from any and all claims, actions, suits, judgments and expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees, or any portion of the School District.

I have read the School Policy on Use of Facilities and assume responsibility for their use, patrons' conduct, payment of fees as outlined below and any applicable fees for damage to facilities beyond normal wear.

APPLICANT'S SIGNATURE: _____

IF SCHOOL IS CLOSED FOR ANY REASON, FACILITIES WILL **NOT** BE AVAILABLE. IT IS YOUR RESPONSIBILITY TO CONTACT THE DISTRICT OFFICE TO CHECK ON AVAILABILITY. YOU WILL **NOT** BE CALLED IF SCHOOL IS CLOSED.

<p>COMMENTS: _____ _____</p> <p>APPROVALS:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Building Principal</td> <td style="width: 30%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Superintendent</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	Building Principal	Date	Superintendent	Date	<p>ESTIMATED USE FEES ACTUAL FEES WILL BE BILLED WITHIN TWO WEEKS AFTER USE</p> <p>FACILITIES USE FEE: _____/HR X _____ HRS = \$ _____ CUSTODIAL FEE: _____/HR X _____ HRS = \$ _____ KITCHEN FEE: _____/HR X _____ HRS = \$ _____</p> <p style="text-align: right;">ADMINISTRATIVE FEE \$ 25.00 ESTIMATED TOTAL \$ _____ DEPOSIT (20%) \$ _____</p>
Building Principal	Date				
Superintendent	Date				

Facilities Use Application Process & Requirements

- Submit your fully completed Facilities Use Application to the school building where the event will be held at least two (2) weeks prior to the date needed.
- If building administration approves the request, the application will be forwarded to the Superintendent's office for approval.
- Once the Facilities Use Application is approved, any estimated fees/deposits will be determined (see Facilities Use Fee schedule). If additional charges are incurred, a final invoice will be sent after the event is held.
- Category 3 & Category 4 applicants will need to submit a certificate of insurance liability naming Bath Community Schools as an additional insured party prior to the event.* Depending on the event, Category 2 applicants may also be required to submit a certificate of insurance liability.
- Category 4 applicants will be required to pay any estimated fees/deposits in advance of the event. Depending on the event, Category 2 & 3 applicants may also be required to pay any estimated fees/deposits in advance of the event.
- Confirmation of the approved request will be sent to the email address provided on the Facilities Use Application. You will also be notified if your request is not approved.
- Please bring your copy of the approved Facilities Use Application to the event and leave the premises in the condition that you found it.

****The User shall, at its own expense, keep in full force and effect until the cessation of its activity, a commercial general liability (CGL) insurance policy having limits of not less than One Million Dollars (\$1,000,000) for each occurrence and in the aggregate combined single limits for bodily injury, personal injury and property damage. In addition, the policy shall name the School District as an Additional Insured on the Policy.***