



Facility Usage Form

www.myeagles.org
11775 Hewitt Road
Brooklyn, MI 49230
517-592-6641

Name of Organization _____

Name of Person Making Request _____

Address _____ Phone _____ Email _____

Name of Person "In Charge" _____

(Must be in attendance during activity)

Purpose of Request _____

Facility Fee: \$	Equipment Rental: \$	Custodial Service: \$
Cafeteria Help: \$	Technician: \$	Total: \$

We, the above organization, agree to the following:

- 1) To follow the rules and regulations, which govern the use of the facilities requested.
- 2) To be responsible for any damage to the facilities, equipment or school grounds.
- 3) To be liable for any and all claims resulting from the use of said facilities.
- 4) Facility fees need to be paid before planned activity takes place.

In consideration of the use of the facility referenced in this form, the organization or person named on this form, for itself and on behalf of its individual members and guests, hereby expressly relieves discharges Columbia School District, its Board, officers, agents and employees, from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the use or occupancy of facilities used hereunder and the lobbies, corridors, parking lots and any other parts of Columbia School District premises, and waives any claim which it or they may have against Columbia School District officers, agents and employees by reason of any such loss, injury or damage to persons or property arising out of the use or occupancy of the room or facility used hereunder and the lobbies, corridors, parking lots and other parts of Columbia School District premises.

Users will be responsible for paying for all damages incurred by their use of the facility and/or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of Columbia School District facilities, the amount of damage shall be determined by the building principal and approved by the administration. Columbia School District will not be responsible for any loss of valuables or personal property.

Signature of Applicant _____

Name of Facility _____ Room# _____

Date _____ Time: From _____ To _____

Date _____ Time: From _____ To _____

School Administration Signature _____ Date _____

Proof of Insurance Filed with Columbia School District? _____ Yes _____ No

Note: All requests need to be made at least seven (7) days in advance. Please refer to fee schedule located on website.

Fee Schedule

	<u>In District</u>	<u>Out of District</u>	<u>Private/Profit</u>
<u>Lower Elementary School</u>			
Classroom	\$10.00/hour	\$15.00/hour	\$35.00/hour
All-purpose room	25.00	35.00	35.00
Gymnasium	20.00	35.00	35.00
Kitchen	10.00	35.00	35.00
<u>Upper Elementary School</u>			
Classroom	\$10.00/hour	\$15.00/hour	\$35.00/hour
All purpose room	25.00	35.00	35.00
Gymnasium	20.00	35.00	35.00
Kitchen	10.00	35.00	35.00
<u>Columbia Community Fitness Center</u>			
Gymnasium	\$20.00/hour	\$35.00/hour	\$35.00/hour
<u>Columbia Central Middle School</u>			
Classroom	\$10.00/hour	\$15.00/hour	\$35.00/hour
Cafeteria	25.00	35.00	35.00
Kitchen	10.00	35.00	35.00
<u>Columbia Central High School</u>			
Classroom	\$10.00/hour	\$15.00/hour	\$35.00/hour
Cafeteria	25.00	35.00	35.00
Kitchen	10.00	35.00	35.00
Gymnasium	20.00	35.00	35.00
Auditorium	20.00	35.00	35.00
<u>Columbia Options High School</u>			
Classroom	\$10.00/hour	\$15.00/hour	\$35.00/hour
Gymnasium	20.00	35.00	35.00
Kitchen	10.00	35.00	35.00

Disciplinary Guidelines for Facility Usage

All Gym users are expected to be responsible, courteous, and safety conscious at all times.

Disorderly conduct, abuse or misuse of the facility or its equipment, or disregard for policies will not be tolerated.

If the Person "In charge" does not attend all practices and or/activities there will be no practice for that day but a fee will be charged.

There is to be no outdoor cleats, shoes or outside hard Baseball/Softballs. If you are caught using any of these your Facility Usage will be discontinued. There is a no tolerance rule.

You are responsible for any damage to the facility, equipment or school grounds during your time of rental.

Facility fees need to be paid before the planned activity or at the end of the month if you have multiple practices. Failure to pay will result in the removal of your event on the Calendar.

Everyone who attends the practices is asked to stay in the Gym other than to use the Restrooms. There will be no playing in the hallways, weight room or any other room or stairwell in the facility.

Users who are suspended will not have any portion of their fees refunded.