

BATTLE CREEK PUBLIC SCHOOLS
ALL BUILDING
BATTLE CREEK MI 49017
269-965-9501 (Business Office)

Name of Requested Building: _____

Name of Organization: _____

Billing address of filling out application: _____

Number	Street		
City	State	Zip Code	
Business Phone			Home Phone

Purpose of event _____

Day(s) Requested: Mon----Tue----Wed----Thur----Fri----Sat----Sun From ____/____/____ to ____/____/____

Time entering the building _____ **Event Start Time** _____ Time leaving the building _____

Day(s) Requested: Mon----Tue----Wed----Thur----Fri----Sat----Sun From ____/____/____ to ____/____/____

Time entering the building _____ **Event Start Time** _____ Time leaving the building _____

Day(s) Requested: Mon----Tue----Wed----Thur----Fri----Sat----Sun From ____/____/____ to ____/____/____

Time entering the building _____ **Event Start Time** _____ Time leaving the building _____

Signature _____ **Request Date** _____

I do hereby certify, in representation of the above named organization, that I have read and will observe all rules and regulations in the accompanying pamphlet. It is the responsibility of the organization renting the facility to provide Battle Creek Public Schools with an insurance certificate **10 days prior** to an event with a minimum of \$1,000,000 limit for bodily injury and property damage naming Battle Creek Public Schools as additional insured. Please check all that apply

The following equipment may be requested, please check the appropriate boxes.

<p>Staff Requests</p> <p><input checked="" type="checkbox"/> Custodian # of _____ needed</p> <p><input type="checkbox"/> Foodservice Staff</p> <p>Room Usage</p> <p><input type="checkbox"/> Gymnasium</p> <p><input type="checkbox"/> Cafeteria</p> <p><input type="checkbox"/> Food will be served <input type="checkbox"/> Beverages will be served _____ will is be a catered _____</p> <p><input type="checkbox"/> Class Rooms</p> <p><input type="checkbox"/> Auditorium lights and sound</p>	<p>Service/Equipment Requests</p> <p><input type="checkbox"/> Microphones</p> <p><input type="checkbox"/> Podium</p> <p><input type="checkbox"/> Scoreboard</p> <p><input type="checkbox"/> VCR and Monitor</p> <p><input type="checkbox"/> Projector and screen</p>	<p><input type="checkbox"/> P.A. System</p> <p><input type="checkbox"/> Chairs (Number) _____</p> <p><input type="checkbox"/> Tables (Number) _____</p>
<p>All equipment accounted for upon dismissal of event: _____</p>		
<p>Room in neat and orderly condition upon departure: _____</p>		

FOR OFFICE USE ONLY

_____ Estimated Rental Cost	Approval Date _____
_____ Estimated Maintenance Cost	
_____ Total Hours @ \$40.00 per hour	
_____ Total Hours @ \$60.00 per hour (Saturday)	
_____ Total Hours @ \$80.00 per hour (Sunday)	
_____ Estimated Other Costs	Approval Signature _____
_____ Estimated Total Costs	

TERMS AND CONDITIONS

All persons, firms, corporations, organizations, or associations, using the Facility shall comply with and be bound by the following terms and conditions.

1. The renter understands that only services and equipment specified on this application are rented. No extras such as extra equipment, extra rooms, special areas or other conditions are involved in this agreement except as specified in the application. This contract extends to the date and number of performances or rehearsals specified and any use of additional rooms or equipment will result in additional charges.
2. The School District requests that nothing is to be sold in the way of refreshments without written permission from the Financial Services Department of the Battle Creek Public Schools. No intoxicating beverages or illegal drugs of any description shall be kept or consumed anywhere in the building.
3. There is to be no supplemental lighting installed or brought in for use in connection with any production without notifying the Financial Services Department. This is to prevent overloading of circuits, damage to school equipment, and for safety reasons (State and Local Fire Laws).
4. No acts shall be allowed in which open flames are used. No fireworks or explosives of any nature shall be permitted in or about said Facility. No smoking shall be permitted in the building.
5. There shall be proper supervision for the accommodation and control of patrons attending any performance or activity in the Facility.
6. Sale of tickets may not exceed the seating capacity of the Facility. No use of the Facility shall be made contrary to the laws of the State of Michigan or the City of Battle Creek, or contrary to any ordinance rules or regulation of any proper government agency having the right to make the same.
7. It is further understood that the rental fee is for the Facility and the number of performances on the date indicated on the application only, and any extra rehearsal time will result in additional charges.
8. It is the responsibility of the organization renting the auditorium to provide to the School District of the City of Battle Creek a certificate of insurance for a minimum of **\$1,000,000** limit for bodily injury and property damage naming Battle Creek Public Schools as additional insured. Activities with greater risk for liability may require higher insurance limits. **Certificate must be presented to the school district 10 days in advance of the performance**
9. The renter of said Facility shall assume all liability for damages which may arise from any accident which may occur in or about said Facility while said renter has the control and use of the Facility. When damage to property or injury to persons is the result of either the acts or neglects of renter or the agents, servants and employees of the renter, the renter shall save the school District of the City of Battle Creek, Michigan, harmless from any liability by reason of such damages. The School Board also expects all users to take reasonable care of all equipment and the Facility, and report any unavoidable damage immediately. The School Board, in representing the people, is pleased to have this fine Facility for your use. Your signature on the reverse side of this application indicates that you have read all rules and regulations and agree to abide by same.
10. The person signing this application testifies that he/she is a fully authorized representative of the sponsor of this activity and binds the organization to make **FULL PAYMENT OF THE PROJECTED CHARGES 10 DAYS PRIOR TO DATE OF USAGE TO THE BUSINESS OFFICE OF THE BATTLE CREEK PUBLIC SCHOOLS**. The invoice will be included with your approval letter, you will then be invoiced for any additional expenses or money will be promptly refunded if you have over paid.