



W L P S

Whitmore Lake Public Schools

Offices Located at:

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Facility Use Coordinator

Sheryl Webber

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# Facility Use Application

- Complete one form for each event.
- Return completed forms to the Community Recreation office **2 weeks prior to the event** with the \$10 non-refundable application fee.
- Long term or large scale event(s) application form(s) must be submitted 4 weeks prior to first the event.
- If application submits past deadline, applicant must pay a \$20 application fee.
- Payment in full is required 2 weeks prior to the event.
- Events may require additional personnel/services, which can include but not limited to custodial, building supervisors, theater technician, lifeguard, etc. These costs must be paid prior to the event.
- Cancellation of any activity must be made at least 48 hours in advance. A cancellation fee of 10% of the event's total bill will be charged.
- If a group fails to notify WLPS of a cancellation at least 48 hours in advance, the group will be responsible for all agreed upon charges.
- Non-profit groups must provide 501c3 documentation.
- A certificate of liability insurance may be required naming WLPS as additional insured.
- Approval **must** be secured prior to use of district facilities.
- Groups/activities with participants in grades four and below are required to have a **MINIMUM** of **two** supervising adults at all times.
- WLPS cannot guarantee room availability and advise that groups do not advertise their events until approval has been granted.
- Absolutely **no** fees shall be paid directly to any school employee.

*See back for additional rules and guidelines.*

Contact Person(s): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Supervising Adult: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Supervising Adult: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Non-Profit Tax ID (If Applicable): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Building Requested WLPS, WLMS, WLHS, etc.	Space/Room Requested	Day(s) Week M-Su	Frequency Once, Weekly, etc.	Beginning Date	Ending Date	Set-Up & Start Time	Breakdown & Exit Time

Equipment Requested (PA system, podium, chairs, tables, etc.; Be specific; Additional fees may apply): \_\_\_\_\_

Number of participants and spectators: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Will participants be charged a fee? ☐ No ☐ Yes, amount \$ \_\_\_\_\_

Will spectators be charged a fee? ☐ No ☐ Yes, amount \$ \_\_\_\_\_

Do you have liability insurance? ☐ No (This event may require purchasing insurance.) ☐ Yes (Please attach copy of certificate liability insurance.)

Additional Requests: \_\_\_\_\_

# Facility Use Application

## Rules and Guidelines

Below is a review of key WLPS Facility Use rules and guidelines.

*Complete rules and guidelines are available by request or on [www.wlps.net](http://www.wlps.net)*

1. A completed application must be submitted to the Community Recreation office at least 2 weeks prior to the event with a **\$10 non-refundable application fee**. Long term or large scale event application forms must be submitted at least 4 weeks prior to the first event. Applicant must be 18 years of age or older.
2. If application submission deadline is not met, applicant must pay a \$20 application fee.
3. The Community Recreation Department, Superintendent's office, or Board of Education reserve the right to deny any request and/or assign similar facilities at a different location if necessary.
4. All rental, operation and maintenance fees shall be paid prior to the event/activity or WLPS reserves the right to cancel the event/activity. All other fees will be billed directly to the organization after the event/activity and must be paid within 2 weeks of the billing date or WLPS reserves the right to not grant future use of the district facilities.
5. Events may require additional personnel/services, which can include but not limited to custodial, building supervisors, theater technician, lifeguard, etc. The cost will be billed directly to the organization and included in the event invoice. These costs must be paid prior to the event. If additional fees or a deduction are necessary, they will be accounted for after the event and billed/refunded accordingly. Payment must be made within two weeks of the billing date.
6. Use of the kitchen requires a WLPS kitchen employee to be present to supervise the event, and the group will be charged the employee's rate of pay.
7. Use of the auditorium requires a WLPS trained theater technician, and the group will be charged the employee's rate of pay.
8. Custodial staff will not open rooms/building until the time the applicant has indicated on their application. If the event should require additional set-up or clean-up time beyond what is indicated on application, appropriate fees will be charged after the event.
9. Upon approval, all Class II and Class III organizations shall agree to sign a "hold harmless" contract with Whitmore Lake Public Schools assuming responsibility for all liabilities arising during the occupancy of said facilities. In addition, some groups may be required to show proof of insurance naming WLPS as an additional insured for the time of their event/activity in the amount determined by
7. the Board of Education. Some groups may be exempt from providing proof of insurance and is up to the discretion of the Whitmore Lake Public Schools. WLPS must have both of these on file before the date of the event/activity or WLPS reserves the right to cancel the event/activity and any fees collected will not be refunded.
10. Organizations granted use of WLPS facilities shall not assign, transfer or sublet, to others for facility space that has been granted to them.
11. All applicants will receive a signed copy or written notice indicating whether the request is granted or denied within five business days of the date the application is submitted. Groups should have the signed copy or written notice with them during their facility use as they may be asked to show proof of their reservation at any time.
12. A supervising adult must be present at all times, including trips to the restroom and drinking fountain and remain until all participants have left the premises. All groups/activities with participants in grades four and below are required to have A MINIMUM of 2 supervising adults. Failure to provide proper supervision could result in denial of future facility use.
13. Alcoholic beverages, profane language, drugs, smoking, gambling, weapons or any unlawful activity in any form are not permitted in/on school property.
14. If WLPS is canceled due to inclement weather, all after school activities and events are canceled. Rental groups will receive a full refund if a mutually agreed upon rescheduled date cannot be reached.
15. Cancellation of any activity must be made at least 48 hours in advance. A cancellation fee of 10% of the event's total bill will be charged. If a group fails to notify WLPS at least 48 hours in advance of cancellation, the group will be responsible for all agreed upon charges.
16. WLPS is not responsible for any lost/stolen items.
17. There may be a time during the school year when a request may be cancelled. Please understand that K-12 programs have priority over all outside activities and events. You will be notified in advance when possible, and accommodations in another facility will be provided if possible.
18. All rental, operation and maintenance fees are subject to change without notice.
19. WLPS has the right to retain any fees paid if the applicant fails to follow WLPS facility policy.
20. Absolutely **no** fees shall be paid directly to any school employee.

**I have read and agree to abide by the rules/regulations governing facility use in Whitmore Lake Public Schools.**

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only:

In School/Dude: \_\_\_\_\_

Schedule #:

Insurance Certificate on File

No

Yes

Inv#:

Application Fee Paid:

Date Received: