



MICHIGAN CENTER SCHOOL DISTRICT RENTAL FORM

Organization				
Contact Name				
Address				
City		State		Zip
Home Phone		Cell Phone		
Work Phone		Email Address		

Activity description				
Activity Day/Date		Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	One-time <input type="checkbox"/>
Begin Time		End Time		Number Attending
Room requested			Equip required	

By signing below we agree to the following regulations adopted by the Board of Education:

1. Only visitors directly participating in the activity listed are allowed in the school building. The renter is responsible for **everyone** they invite into the building. Children 'actively' participating at all times, must be under continuous supervision.
2. All food served & consumed on site is subject to Michigan Department of Health licensing rules & regulations and must be supplied by a licensed vendor (i.e. caterer, prepackage food). Contact the Food Service Director for additional details
3. No pop, candy, or food allowed in the gym.
4. The renter is responsible for ensuring the building and all equipment is left in an orderly condition. Renter is responsible for full replacement costs incurred by the school through damage during a rental period and/or failure to observe regulations.
 - a. Kitchens & Equipment – no access allowed, unless contracted with Food Service Director for food services during the event.
 - b. Gym – Bleachers will be left out unless custodian has given permission to close them. No hanging allowed on basketball rims. Only gym style shoes are allowed to be worn on gym floors.
 - c. Tables & Chairs – will not be removed & should be left in its original orderly condition.
 - d. Previous renters have the obligation to inform the next renter if the layout had been changed.
5. School facilities will not to be used for private or individual gain.
6. Michigan Center School is not liable for lost, stolen, or damaged articles or equipment, etc.
7. No swearing or abusive language is allowed.
8. The use of alcohol and tobacco is not permitted in or on school property.
9. All permits are subject to cancellation for school activities.
10. Days/weeks the school district is closed for vacation/school cancellation all buildings are closed and all activities are cancelled.
11. **BUILDING RENTAL CHARGE MUST BE PAID IN FULL BEFORE RENTAL DATE. If you have to cancel, a \$20 CANCELLATION FEE is not refundable.**
12. Any organization/individual which fails to follow regulations may be asked to leave prior to the end of the rental period and will forfeit all rent and the privilege of future use of any school facilities.

Make checks payable to: Michigan Center School District. Return request & payment to the appropriate building office at address listed with Rental Fees (2nd side).

Signature

Date

Business Office Use Only

Approved by				Date	
Rental Fee		Paid in full: (circle one)	Cash or	Check #	
If custodian required, list total hrs needed			If Setup required, complete request		
Supervisor responsible to	Open:			Close:	



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RENTAL FEES

Location	Capacity	Saturday/Sunday <u>School not in session</u>		Weekday/Night <u>School in session</u>	
		Local group	Non-Local	Local group	Non-Local
Arnold Elementary, 4064 Page Ave, Michigan Center MI 49254 (daily)*					
Gym/Cafeteria		\$100	\$250	\$20	\$50
Library		\$100	\$250	\$20	\$50
Classroom		\$100	\$200	\$20	\$50
Keicher Elementary, 137 Broad St, Michigan Center MI 49254 (daily)*					
Keicher Gym		\$100	\$250	\$20	\$50
CEC Gym		\$100	\$250	\$20	\$50
CEC Cafeteria		\$100	\$200	\$20	\$50
Classroom		\$100	\$200	\$20	\$50
Jr/Sr High School, 400 S State St Michigan Center MI 49254 (daily)*					
New Gym		\$350	\$700	\$125	\$600
Old Gym		\$250	\$500	\$75	\$500
Cafeteria		\$100	\$250	\$20	\$50
Auditorium	790	\$250	\$500	\$100	\$500
Community rm		\$100	\$200	\$20	\$50
Classroom		\$100	\$200	\$20	\$50

- * Additional cost for custodian, where applicable:
 Monday through Friday, except holidays – regular time at \$18/hr
 Saturday – time and one-half @ \$27/hr
 Sundays and holidays – double time at \$36/hr