

Date Received: _____ Initials: _____

Fenton Area Public Schools Facility Use Application

Southern Lakes Parks and Recreation

150 S. Leroy St.

Fenton, MI 48430

Office number: (810) 714 -2011 Fax: (810) 714 -0231

Application Only: Not valid as a permit until authorized and scheduled by SLRP and an “official use permit is issued”.

In signing this application the person or organization making application agrees to abide by the rules and regulations governing use of school property. Please do not sign this form until you have obtained a complete understanding of those rules and regulations and your responsibilities. **(A minimum of ten (10) school days are required to process your application request.)**

Building or site requested:	Organization Name:
Room or area requesting:	Contact Name: Email:
Day(s) of the week: Beginning Date: Ending Date:	Address: City: Zip:
From: am/pm To: am/pm	Phone: Home:
Name & Description of the Activity:	Work: Cell:
Equipment Needed: Please note: Equipment and special needs must be approved in advance by the SLPR Office.	SLPR Use Only: Comments of interest regarding this function:

Type of Organization (circle): Internal/School, Individual, For-Profit, Local/Civic

Boys / Girls Scouts

Non-Profit: 501-C3 #: _____

Attendance expected: _____ Admission Charge: Yes/No Admission Charge: _____

Purpose of proceeds: _____

Authorized By: _____ Date: _____

The Fenton Board of Education wishes to accommodate, when possible, responsible organizations located within the school district permission to use buildings, grounds, and facilities when use does not interfere with school activities and shall be in accordance with Board of Education policy.

Rules Governing Use of School Property

1. This application is made subject to the rules and regulations of the Fenton Area Public Schools Board of Education. If at any time it should be determined that the proposed use will violate Board policies or past practices, it is understood by the applicant that this agreement may be revoked or cancelled at any time and that in the event of such revocation or cancellation, there shall be no claim or right to damages of reimbursement on account of any loss, damage or expense whatsoever.
2. The applicant and /or person listed making this request is in charge of the activity and will be present at all times.
3. The school building or grounds may not be used for private or individual gain.
4. Individuals and groups will pay all custodial, site supervisor fees, rental fees, equipment fees and special costs associated with this event and /or application.
5. Applicant agrees not to disturb messages left on blackboards and not to use any school supplies or equipment without permission of the Director of Southern Lakes Parks & Recreation.
6. The applicant accepts full responsibility for any and all damages to school property as a result of the activity, which could be over and above ordinary wear or depreciation.
7. Main & Auxiliary Gym Weight Limits will not exceed 500 lbs per single item /display. Rubber /felt /plastic footing or glides on all chairs, tables, displays. No fork trucks or pallet carts. All items to be carried or wheeled across floor with push cart or dolly. No animals such as at petting zoo will be permitted in Main and Auxiliary gymnasium. Footwear to be non marking.
8. Terrazzo, Quarry Tile, VCT Floor weight limits will not exceed 2000 lb weight limit per single item /display. All items to be carried or wheeled across floor with pushcart, dolly, or pallet cart. Any displays that contain water must receive prior approval from FAPS.
9. Groups may be assessed an additional fee for use of each gymnasium of \$250.00 on top of the standard rental fee. (Determined by Maintenance Supervisor and SLP&R Executive Director)
10. Use of pool must be in accordance with pool regulations posted in the pool area.
11. A fully certified lifeguard employed by the Fenton Area Public Schools or Southern Lakes Parks & Recreation must be in attendance at all times.
12. Groups shall be financially responsible for any damage to the district's facilities, buildings or grounds sustained during their event.
13. Use of "Kitchen facilities" requires groups to have a kitchen staff member employed by the Fenton Area Public Schools in attendance at all times. Fees may be applied to outside groups.
14. Fenton Football Field /Turf/Track does not permit gum or food inside the fenced area. Food is permitted in designated areas. No metal cleats on turf or track.
15. Smoking and Alcoholic beverages shall not be permitted on school property at any time.
16. The permit holder will hold harmless the Fenton Area Public Schools and Southern Lakes Parks & Recreation and agrees to assume responsibility for any liabilities arising during their event.
17. When cancellations of school during the day due to inclement weather or other reasons takes place, all activities scheduled for that particular facility will be cancelled.
18. All rental use fees, custodial, grounds keeper, site supervisors and kitchen staff fees are subjected to change without notice.
19. Whenever a permit is issued, it will not be cancelled except in the possible instance of a conflict with a school-related activity. Applicant must give 24 hour notice when canceling a permit. Full payment will be required unless authorized by the Director of Southern Lakes Parks & Recreation.

Concluding Statements

The Board of Education assumes no liability other than return of advance fees, deposits. The Board of Education reserves the right to reject any application for the use of school buildings or grounds.

I attest that I have read, understand and agree to the above rules governing use of the Fenton Area Public Schools property. I further state that all the information I have stated on this application is correct and truthful.

Signature _____ Date _____