



FACILITY USE APPLICATION

Submitting 30 days prior to event is recommended. When requesting Lake Orion High School, please fill out Page 2.

Office Use Only	Approved/Declined
Received	Entered

Return to:
 Attn: Facility Use
 Lake Orion Community Schools
 495 E. Scripps Road
 Lake Orion, MI 48360
 Phone: 248-693-5420 (ext. 6079)
 Email questions to
 elizabeth.beebe@lok12.org

PLEASE ALLOW FIFTEEN (15) DAYS FOR PROCESSING OF APPLICATION

Notification of cancellation must be made to the Facility Use Office at least 48 hours before the scheduled time of use, or the full rental fee will be charged. **All cancellations must be in writing.** They may be dropped off, emailed or faxed. **Email:** elizabeth.beebe@lok12.org

Date of Application _____ Event Title _____
 Name of Building (1st choice) _____ Room(s) _____
 Name of Building (2nd choice) _____ Room(s) _____
 Check Day(s) Requested (1st choice) ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday
 Check Day(s) Requested (2nd choice) ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday
 If this is an ongoing event, how many days per week are you scheduling? _____
 Event Date(s) _____
 Event Start Time _____ Event End Time _____ Setup Begin Time _____ Breakdown End Time _____

ORGANIZATION INFORMATION

Name of Organization _____
 Contact Name _____ Email Address (required) _____
 Daytime Phone _____ Evening Phone _____ Cellular Phone _____
 Billing Address _____
 Additional Contact _____ Email Address (required) _____
 Daytime Phone _____ Evening Phone _____ Cellular Phone _____
 FEIN (Sales Tax Exemption Number) _____

INSURANCE INFORMATION

Company _____ Company Policy Number _____
 Coverage Amount(s) _____ Coverage Dates _____

Proof of Insurance is required at least one week prior to event.

SETUP REQUIREMENTS

Custodial Services Needed _____
 Buildings and Grounds Services Needed _____
 Computer Services Needed _____

Other Items Needed (please check all that apply)

☐ PA System ☐ Overhead Projector ☐ Smart board ☐ DVD ☐ Other _____
 Number of People Attending _____ Number of Adults _____ Number of Children _____
 Number of Chairs Needed _____ Number of Tables Needed _____
 Additional Needs _____

I do hereby certify, in representation of the above named group, that I have read and will observe all rules and regulations on page 3 of this application. I understand that, by law and Board policy, alcohol and controlled substances are forbidden on school premises and smoking is not allowed in the buildings or grounds and that abuse of this will cause eviction and loss of facility use. **I further understand that I am responsible for any damage that can be attributed to my/our use.** I agree and abide by these conditions. I understand I am responsible for providing proof of insurance one week prior to the event.

Applicant's Signature _____ Date _____

DO NOT ATTEMPT TO USE FACILITIES WITHOUT AN APPROVED CONFIRMATION

To the fullest extent permitted by law, the user agrees to defend, pay in behalf of, and hold harmless the Lake Orion Community School District, 315 N. Lapeer Street, Lake Orion, MI 48362, its elected and appointed officials, employees, volunteers and others working in behalf of the Lake Orion Community School district against any and all claims, demands, suits, losses, attorney fees, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Lake Orion Community School District, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the facility use described above.

FACILITY USE APPLICATION

Additional Information for High School Rentals

AREA OF FACILITY REQUESTED FOR EVENT

AUDITORIUM/THEATRE (see fee schedule)

Rental Includes - Green Room, Dressing Rooms, Production Manager (during event)

Auditorium/Theatre Other Needs - please check all that apply

- ☐ Lighting ☐ Sound ☐ Auditorium Tech ☐ Lobby
☐ SafeEd security (1 per 250 people) How many ? _____
☐ Other needs _____

FIELD HOUSE (see fee schedule)

Rental Includes - Auxiliary Gym, Field House Locker Rooms, Portable Scoreboard, and one Custodian (during event)

Field House Other Needs - please check all that apply

- ☐ Bleachers ☐ PA Technician ☐ Clock ☐ Scoreboard ☐ Site Manager
☐ SafeEd Security (1 per 250 people) - How many ? _____
☐ Other needs _____

NATATORIUM (see fee schedule)

Rental Includes - Both Pools, Pool Balcony, Pool Locker Rooms, Pool Manger and one Custodian (during event)

Natatorium Other Needs - please check all that apply

- ☐ Pool Concession Stand ☐ Diving Boards ☐ Starting Blocks ☐ Lane Lines ☐ Timing System ☐ Laser Printer
☐ PA System ☐ Lifeguards ☐ SafeEd Security (1 per 250 people) - How many ? _____
☐ Other needs _____

SETUP INSTRUCTIONS

Event Date _____	Event Time _____	Begin Setup _____	Complete Setup _____
Event Date _____	Event Time _____	Begin Setup _____	Complete Setup _____
Event Date _____	Event Time _____	Begin Setup _____	Complete Setup _____

Setup to be done: ☐ Completely by facility personnel ☐ With assistance from organization

Sketch of setup included: ☐ Yes ☐ No

OTHER NEEDS

Furniture

# _____	Tables	Location _____
# _____	Chairs	Location _____
# _____	Other	Location _____
# _____	Other	Location _____

Equipment

# _____	Microphone(s)	Location _____
	Wireless or Wired	
# _____	Overhead Projector	Location _____
# _____	Ext. Cords	Location _____

OFFICE USE ONLY

Site Manger	Site Supervisor(s) _____	Custodian(s) _____	Lifeguard(s) _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7510A - USE OF DISTRICT FACILITIES

Lake Orion Community Schools welcomes the use of the school facilities for community use to the extent that it does not interfere with the educational programs of the District. The following Guidelines are intended to explain the District's procedures in regards to facility usage.

General Guidelines

A facility use reservation must be completed and approved for each event outside of standard classroom activity. The District reserves the right to deny or withdraw facility use privileges at any time.

A. Process to Obtain a Facility Use Reservation

1. Those seeking a facility use reservation must fill out a Facility Use Application. The application is online (lakeorionschools.org) or may be obtained throughout the Operations and Maintenance Department. Individuals may either call the Operations and Maintenance Department (248-693-5420 ext. 6079) or come in person to Lake Orion High School (495 E. Scripps Road).
2. The application must be submitted by a designated person who will be responsible for the event. This person must be at least 21 years of age.
3. Once the application is reviewed and approved, a Facility Use Agreement will be sent to the renter for signature. This agreement will contain the details of the event, an estimate of fees and specific rules/ regulations of the District. This Agreement must be signed and returned to the Operations Department at least one week prior to the event.
4. A certificate of insurance must be provided at least one week prior to event. See below.
5. Without a reservation confirmation, use will be denied.
6. School events are scheduled prior to opening the scheduling of facilities to the public. Non-school events to be scheduled for the school year will NOT be scheduled until after September 15 (fall), November 15 (winter), March 15 (spring.)
7. Payment. See Fees section below.

B. Cancellation

1. Notification of cancellation must be made to Beth Beebe at 248-693-5420 at least 48 hours before the scheduled time of use, or the full rental fee will be charged.
2. If the District is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given. For school closing announcements, check lakeorionschools.org. Please note: in the event of emergencies, LOCS Administration and Enrichment Services Supervisor will collectively determine availability of buildings.

C. Liability and Insurance

A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate ("Certificate") is required for each event in the amount of \$1,000,000 per occurrence for commercial and for-profit organizations, \$500,000 per occurrence for nonprofit organizations and \$300,000 per occurrence for individuals and having Lake Orion Community Schools named as "an additional insured" on the policy. A copy of the Certificate is due at least one week prior to the event. Failure to present proof of insurance voids all agreements.

Events without the proper insurance on file will be cancelled.

Classification of Users

A. Group A - District school and direct school support groups. Student enrichment and staff use. Governmental units (including polling sites) and charitable organizations. These users are charged direct costs only.

B. Group B - Community organizations and youth sports teams (non-school affiliated). Orion Township Parks and Recreation, and State Athletic, Band and Choir organizations. These users are charged direct costs and 50% of the rental rates charged to Group C.

C. Group C - All other businesses and organizations. Includes colleges, private and parochial schools, driving schools and dance studios. These users are charged direct costs and the full rental rate.

Fees

A. See attached Rental Rate Sheets for each Group.

B. Deposit for auditorium rental only: \$200, refundable in 30 days.

C. Payment

1. The individual(s) who signed the application and agreement are responsible for payment of all charges associated with the related facility use. An estimate of fees is a part of the Facility Use Agreement.
2. Individuals/groups are billed at the conclusion of their event or monthly for recurring events.
3. A 50% deposit is required for all rentals over \$2,000. This is due at least one week prior to event.
4. Payment in full is expected within 30 days of billing.
5. Any other payment considerations must be approved by the Assistant Superintendent of Business and Finance or his/her designee. The Assistant Superintendent of Business and Finance may negotiate agreements for large volume users to benefit the District.