

HURON SCHOOL DISTRICT
REQUEST FOR BUILDING/FACILITY USAGE
2023-2024

NAME OF GROUP REQUESTING USAGE _____
CHECK PRIORITY STATUS: Priority 1 Priority 2 Priority 3 Priority 4 Priority 5

If unsure of status, check full descriptions along with rental fees at: huronschools.org/district_info/building_use

BUILDING/FACILITY DESIRED _____
ROOM(S) DESIRED _____

EQUIPMENT DESIRED _____ AUDIO VISUAL WIFI

DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE FROM TO

(If more than one date attach **REPEAT USAGE FORM A**)

NATURE OF ACTIVITY _____

ADMISSION CHARGED YES NO IF 'YES', STATE CHARGES _____
Deposit required: YES NO

IF ADMISSION IS CHARGED, PURPOSE OF PROCEEDS: _____

This is to advise you that all tenants, lessees or any other parties using the facilities of the Huron School District are not covered for any liability by the School District. Charges will coincide with the Huron School District Facility Usage Agreement. **Non-profit agencies must provide current proof of non-profit.**

The user of the School District property hereby assumes all responsibility for any claims or damage incurred during said use of said school property and agrees to hold the School District free and harmless from any claim during the use of School property.
Please initial that you have read the above _____

*ASBESTOS NOTIFICATION: A management plan identifying the location of asbestos containing building material for each school is located in that School Office and the District's entire plan is located in the Superintendent's Office. These plans are available for public and staff inspection during regular office hours. Copies will be made available to the public at a nominal fee. If you have any questions regarding the Huron School District asbestos management plan, please call 734.782.2441.

****ANY CUSTODIAL SERVICES REQUIRED WILL BE DETERMINED BY THE MAINTENANCE DEPARTMENT ACCORDING TO THE NEEDS FOR EACH EVENT.****

I understand the above information and agree to follow the rules as stated on this form. All fees charged must be paid within 30 days of usage. Late fees may be assessed if not paid on time. **Priority 4 and 5 may be asked to pay a 50% deposit 2 weeks prior to event.**
ALSO: BY SIGNING THIS AGREEMENT I/WE AGREE TO ADHERE TO ALL CDC/STATE OF MICHIGAN PHASE RESTRICTIONS WHEN MANDATED.

Signature of Applicant DATE PRINT YOUR NAME

Address (number, street, city, and zip code)

Cell Phone Number Email address

Permission Granted	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Building Coordinator _____	Signature	

Building Principal's Signature/Date

HURON SCHOOL DISTRICT
RULES GOVERNING USE OF SCHOOL BUILDINGS/GROUNDS
2023-2024 SCHOOL YEAR

1. Permit holders shall not assign, transfer, sublet or charge a fee to others for use of school property.
2. Proper supervision shall be provided by those to whom the permit is granted, including police attendance if necessary, to insure protection of school buildings, grounds and equipment.
3. Participants will not be permitted to wander through the building or be on school premises elsewhere than in rooms specifically indicated on the permit and their direct approaches.
4. School buildings, grounds and equipment may not be used for private or individual gain.
5. The applicant shall be fully responsible for all damage or loss of school property including items that belong to students or employees occurring during the time the building is in use under the permit.
6. **WE ARE A SMOKE FREE ENVIRONMENT. NO SMOKING in the buildings or on school property.**
7. A custodian **MUST BE ON DUTY** whenever buildings are in use. Saturday Custodial hourly rate is \$39.17, Sunday Custodial hourly rate is \$51.78, with a two hour minimum charged. All fees charged are due within 30 days of the building usage and may be subjected to late fees if not paid on time. Priority 4 and 5 users may be asked to pay a 50% deposit two week prior to event. Fees may be assessed for audio, visual and/or wifi usage.
8. All decorations must be approved by the building principals and erected in a manner that will not be destructive to school property. Any decorations must be removed immediately after conclusion of the function.
9. Alcoholic beverage, liquor or narcotics are not permitted on school property at any time.
10. The facility must be left in the same condition as it was before the event took place or you will be charged a maintenance fee.
11. School activities have precedence over all outside community events. If a school function is requested for a time and date previously approved for a community function, the latter is subject to cancellation. If a school activity is running overtime, the community function must wait until the school program is finished.
12. Requests are to be made at least 7 days ahead of time unless a dire emergency exists.

**FAILURE TO OPERATE WITHIN THE ABOVE RULES
WILL RESULT IN IMMEDIATE TERMINATION OF THE PERMIT.**

If you have any questions, please call the building principal of the facility that you are requesting.

Huron High School	(734) 782-1436	Ms. Megan O'Brien
Renton Jr. High	(734) 782-2483	Mr. Jason Gomez
Brown Elementary	(734) 782-2716	Mrs. Carrie Fisher
Miller Elementary	(734) 782-4421	Mrs. Jean Gilbert
Ferguson Center	(734) 984-1330	Mrs. Christine Sagert
Administration Office	(734) 782-2441	Mrs. Laura DiMambro

For use of the Huron High School Auditorium, please use an Auditorium request form.

Initial to indicate you have read and understand the rules: _____

HURON SCHOOL DISTRICT REQUEST FOR BUILDING/FACILITY REPEAT USAGE

(Priority 1 & 2 Building Usage Form must be submitted at least 24 hour notice unless it is deemed an emergency situation)

2023-2024

NAME OF GROUP _____

BUILDING/FACILITY DESIRED _____

ROOM(S) DESIRED _____ EQUIPMENT DESIRED _____

1. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

2. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

3. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

4. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

5. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

6. DATE OF ACTIVITY _____ TIME OF ACTIVITY _____
DATE From To

USE THIS FORM TO REQUEST ADDITIONAL DATES FOR SAME ACTIVITY AT SAME BUILDING.

****ANY CUSTODIAL SERVICES REQUIRED WILL BE DETERMINED BY THE MAINTENANCE DEPARTMENT ACCORDING TO THE NEEDS FOR EACH EVENT.**