

Facility Use Agreement for Wayne-Westland Community Schools

This form must be signed and returned to the business office along with a copy of your insurance certificate (if not up to date) before use of any WWCS facility. Fax # (734) 595-2058

1. Use of building facilities is granted on a specific area basis such as classrooms, gymnasiums, and cafeterias. Individuals are restricted to the area set forth in this rule.
2. Use of furniture and equipment must be arranged in advance and will become part of the approved contract. Requests to use rental furniture in a school facility must be stated on the contract and approved. District custodians shall move all furniture whether it is district owned or rented. **When scheduling an event online, additional equipment (see the list below) must be listed in the “Event Setup” box.** You must indicate these items as they are not automatically included with the room reservation.

General Equipment

- Additional Chairs
- Additional Tables
- TV/VCR

Athletic Fields

- Concession Stands
- Athletic Field Lights
- Pressbox
- Athletic Field Sound System
- Scoreboard
- Baseball Field Lining
- Soccer Field Lining
- Football Field Lining (for Middle Schools only)

Auditorium Equipment

- Auditorium Sound System (+ operator)
- Auditorium Computerized Lighting system (+ operator)
- Spot Lights (+ operator)
- Orchestra Pit
- TV/VCR
- Podium
- Microphones
- Grand Piano

Gymnasiums

- Bleachers
- Scoreboard
- PA System

3. The user group will NOT sub-let the space to another organization or group to merely act as agent for the building use.
4. No group or individuals at any meeting held in or on school property shall be allowed to advocate the overthrow of the government in a manner likely to produce imminent lawless action nor shall they violate any state or federal law or ordinance.
5. Adequate adult supervision must be provided for all activities, and the users must take reasonable steps to ensure orderly behavior at all times.
6. Use of tobacco, alcoholic beverages, and controlled substances is prohibited. All users are responsible for complying with this regulation.
7. No food or drink is allowed in non-kitchen related areas. All users are responsible for complying with this regulation.

8. Gambling of any kind is prohibited.
9. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to district property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is prohibited.
10. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval, in writing, from the building administrator.
11. A school custodian shall be on duty whenever a facility is being used. There will be a custodial charge for set-up and clean up.
12. Groups will not be allowed in the building when it is closed or otherwise unoccupied.
13. No overnight use will be permitted of any facility.
14. Corridors, exits, and stairways must be free of obstructions at all times. Members of audiences must never stand or sit so they block exits, stairways, or aisle ways.
15. Parking will be limited to designated areas only.
16. The user agrees to save the Wayne-Westland Community Schools and its Board of Education harmless from claims of personal injury, liability or otherwise that may arise during the period of the use of the facility and covenants to pay and satisfy any judgments and costs resulting from such claims.
17. The district will not be held responsible for any damages, direct or consequential, if for any reason the facilities agreed upon are not made available, as scheduled.
18. District shall not be responsible for any loss or damage to personal property in the use of the facility.
19. Failure to observe these rules will result in suspension of the use of the facilities.

20. Invoice must be paid in full prior to event. Please make checks payable to Wayne-Westland Community Schools & submit to:

Wayne-Westland Community Schools
ATTN: Purchasing
36745 Marquette
Westland, MI 48185

21. Charges will be calculated by the Business Office. For information on rental rates, please contact Andrea Badenhoop in the Business Office at (734) 419-2046.

22. A Certificate of Liability Insurance naming Wayne-Westland Community Schools as the additional insured must be submitted to the business office prior to the event. The minimum insurance requirement is \$1 million aggregate and \$1 million for each occurrence. If you wish, you may have your insurance company fax the certificate to us at 734-595-2058. **FAILURE TO SUBMIT INSURANCE WILL RESULT IN FORFEITURE OF USE OF THE FACILITY.**

23. Please keep in mind: **NO FOOD OR DRINKS ARE ALLOWED IN THE POOL AREA, GYMS, OR AUDITORIUMS AT ANY TIME. FOOD & BEVERAGES ARE RESTRICTED TO KITCHEN AND CAFETERIA RELATED AREAS.**

Facility Use Agreement for Wayne-Westland Community Schools Signature Page

When completed, please fax all three pages to the business office at (734) 595-2058.

Schedule ID # _____ (From the online scheduling program-FS Direct)

Building to be used _____

Organization _____

Is your insurance certificate naming WWCS as an additional insured, current, & up to date?

YES _____

NO _____

If not, please attach a current insurance certificate.

By signing below you are acknowledging that you have read the entire Facility Use Agreement for Wayne-Westland Community Schools, items 1-23, and agree to abide by all terms of this agreement.

Applicants Signature _____

Date _____