

Grand Haven Area Public School Rental Facility Agreement

Terms of Use

1. Reservation and Payment

- The online application for Grand Haven Area Public School events shall be completed at least [7 days] prior to the scheduled event. For outside groups requesting facility rental must be submitted at least [30 days] in advance of the rental date.
- Full payment, including rental fees, must be made [14 days] prior to the event.

2. Reservation Priority

- School-Sponsored Activities take precedence over activities sponsored by outside groups
- Facility use requests shall be considered based upon the following priorities:

Priority 1: School- related functions as determined by the operation Department.

Priority 2: Municipal use and the Northwest Ottawa Recreation Authority.

Priority 3: Non-profit and community-related groups.

Priority 4: All other applicants for building rentals not covered by 1,2,3

3. Cancellation Policy

- Cancellations must be made at least [14 days] before the event.

4. Rules and Regulations

- Renter agrees to comply with all applicable laws, ordinances, and regulations, including GHAPS's policies and guidelines.
- Alcohol, tobacco, and illegal substances are strictly prohibited on school property.
- Renter is responsible for ensuring the facility is left clean and in the same condition as found.
- Decorations may be allowed but must be approved by GHAPS in advance and removed immediately after the event.
- No program or activity shall be conducted on school property that discriminates against race, national origin, religion, ability, gender or sexual orientation.
- School facilities may not be used for purposes that conflict with community standards, or local, state and federal laws.

5. Equipment Use

- Equipment so specified in the rental request may be used. Under no circumstances shall school supplies be used by groups renting any school facility.
- Equipment needed during time and place indicated on facilities request will be arranged through the operations department. School needs will have first priority.
- Equipment shall only be used in and on school property during dates and hours of use requested.
- School equipment is not to be altered, changed or moved to different locations except by special permission of the Operations Director.
- Renter is responsible to pay for all damages to equipment while in his/her possession.

6. Liability

- Renter assumes all risks associated with use of the facilities and agrees to hold GHAPS harmless from any liability, loss, or damages that may arise during or as a consequence of the event.
- Renter is required to provide proof of liability insurance.

7. Supervision and Security

- Renter is required to provide adequate supervision and crowd control at all times.
- GHAPS retains the right to require security personnel for certain events, with costs borne by the Renter.

8. Access

- Renter will have access to the facilities only during the agreed upon hours.
- GHAPS staff may enter the premises at any time for any reasonable purpose.

9. Emergency Procedures

- Renter must familiarize themselves with emergency procedures and the locations of emergency equipment.
- Renter must ensure all attendees follow emergency instructions provided by GHAPS or civil authorities.

10. Compliance with School Activities

- All rentals are subordinate to the primary function and activities of the GHAPS.

Agreement

By signing this Agreement, the Renter acknowledges that they have read, understood, and agreed to abide by the terms and conditions herein.

Renter: _____ [Signature & Date] For GHAPS: _____ [Signature & Date]

Facility User Categories

In keeping with its commitment to delicate the use of school facilities to school sponsored functions, and to those activities which directly support the mission of the district, the organizations, individuals or groups of individuals who use school facilities are considered to be in the following categories:

Category I:

- Organizations, individuals, or groups that are directly affiliated with Grand Haven Area Public Schools and its programs per board policy 9211i, i.e., athletics, arts, clubs, and fund-raisers. Excluding any for-profit organizations or school sponsored organizations, groups consisting of 50 percent of Grand Haven Area public school employees or those closely related to the school itself or the school program.
- Groups include Bucs Pride, PTA/PTO, GSRP, employee groups, Scouts, NORA, city, township, and county, providing free (non-fundraisers) educational or informational activities for the direct benefit of the community.

Fees: No fees will be assessed for use during usual hours of operation. There will be fees assessed for custodial staff and site supervision for weekend use. i.e. athletic invitationals/tournaments, PTA/PTO carnivals and events.

Category II:

- Not for profit athletics or recreation when participants are being charged to participate.
- Formal community groups and organizations primarily composed of district residents, providing educational, social, cultural, religious and non partisan civic groups for members of the Grand Haven community.

Category III:

- Any other groups, non-resident and for profit institutions.