

## Request to use Morrice Area School Facilities

The Morrice Area Schools has made certain school facilities available to community groups. A policy has been developed for such use and users must know the policy (following page) and agree to abide by it. **A school custodian must be on sight during the activity (unless waived by the Superintendent). Users must agree to pay, in advance, all related costs outside of the normal custodial hours along with a security deposit determined by the Superintendent.**

Building Needed		Date of Event	
Specific Room(s) Requested		Time-In	Time-out
No. of participants		Actual Time of Event	
Description of the activity			

In cases where furniture must be moved I will notify the school and ask for permission. It is my responsibility to provide the personnel to set up and return all items to their location so school can begin the next school day without disruption.

**By signing below I indicate that I have read and understand the facility use policy and will follow it.**

Person responsible for the Event		Signature	
Group Name		Principal - Signature	
Address		Central Office - Signature	
City	Approved	Denied	Rental Amount
		\$ _____	\$ _____
Telephone	Cell Phone	Approved	Denied
			Deposit Return Date

"Policy adopted May 19, 1975" Form revised 4/08

**Those using the gym and/or athletic fields must be aware of and adhere to the State of Michigan concussion law which requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.**

USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. Uses directly related to the schools and the operations of the schools
- B. Uses and groups indirectly related to the schools
- C. Meetings of employee associations
- D. Uses for voter registration and elections
- E. Departments or agencies of government
- F. Community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, or educational purposes
- G. Commercial or profit-making organizations or individuals offering services for profit.

The use of District grounds and facilities shall not be granted for private social functions or any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Civil Defense or representative that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.

Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.