



## CEDAR SPRINGS PUBLIC SCHOOLS USE OF FACILITIES GUIDELINES

THESE GUIDELINES APPLY TO ANY GROUP USING SCHOOL FACILITIES OUTSIDE OF NORMAL SCHOOL HOURS.

1. Written application for the use of school facilities must be submitted in writing 14 days prior to the scheduled event. Cedar Springs Public Schools reserves the right to schedule only one event per building, depending on the needs of the group requesting the facility. Cedar Springs Public Schools reserves the right to accept or reject any written application for use of the facilities. Facilities MAY NOT be rented on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Friday after Thanksgiving, Christmas Eve, and Christmas Day. In addition, facilities MAY NOT be rented during the 2 week Winter break.
2. Use of the school facility cannot be granted to an individual. Facilities are intended for group use only.
3. The High School gym is to be used ONLY for school sponsored events. Non-school groups may not use main varsity facilities for their events. Exceptions may be made on a case by case basis with evaluation to follow after each event by the Board of Education's Facilities Committee.
4. When practical, school functions and use of facilities by school-organized groups shall have priority over requests made by other groups, and such school-related functions shall not be charged a rental fee.
5. Fees for custodians and security will be charged to non-school groups. How many staff being used will be left to the discretion of the Facility Use Coordinator, as they deem necessary.
6. Except as mentioned in #5, a fee will be charged for all extra-curricular use of school facilities. Financial transactions will be handled through the Facilities Coordinator.
7. Where practical, Cedar Springs groups shall have priority over out-of-district groups.
8. Presence of alcohol or any controlled substance in ANY form, at ANY time, is strictly forbidden. Violators will be prosecuted.
9. Smoking is strictly forbidden on school property. Violators will be prosecuted.
10. Illegal or unapproved activity by any individuals or groups using school facilities will not be condoned.
11. All Groups must have a designated person 21 years of age or older in charge and present who will assume the responsibility for discipline, protection of school property, etc.
12. Only the room or designated area granted in the original request shall be used.
13. Classroom equipment and material cannot be used without specific permission. The leaser assumes all responsibility for damaged school equipment and will be assessed any and all replacement costs.
14. All rooms and areas are to be left in an orderly condition after use.
15. A school representative shall be on duty at all times the auditorium is used.
16. CSPS will not be held responsible for anything out of their control that would lead to cancellation or postponement of event.
17. The groups using the facility will be responsible for custodial time and any other expenses, which are incurred.

The Lessees do here by covenant and agree to indemnify and save harmless the Lessor from all loss or damage to persons or property and all fines, suites, claims, demands, and actions of any kind of nature which occur by reason of any and all use of the premises leased hereunder and in conducting their operations and do hereby agree to assume all risks in the operations of its business hereunder and shall be solely responsible and answerable in damages for any and all accidents or injuries to any persons or property caused by the use of the premises and/or their operations.

Lessor shall not be held responsible for, and is hereby expressly relieved, from any and all liability by reason of any injury loss or damage to any person or property in or about the leased premises, however caused, whether the loss, injury or damage be to the person or property of the Lessee or any other person, and Lessee accepts the above conditions by renting the premises and waives his/her, their or its claims and/or rights thereby.