

**Montrose Community Schools
FACILITY RENTAL AGREEMENT**

Individual/Group Name:		Date Contract Completed:	
Address:	City:	State:	Zip Code:
Phone(s):	Use/Rental Date:		
	Start Time:		End Time:
	Type of Activity:		

AREAS/SERVICES TO BE UTILIZED

Facilities to be Used/Renting:		Area:		Will Audio-Visual Equipment/Services Be Needed (circle)? YES* NO <i>*If Yes, please complete the <u>Audio-Visual Equipment Checklist</u> and return with completed rental agreement.</i>
<input type="checkbox"/>	HIGH SCHOOL	<input type="checkbox"/>	CAFÉ	
<input type="checkbox"/>	MIDDLE SCHOOL	<input type="checkbox"/>	KITCHEN	
<input type="checkbox"/>	ELEMENTARY	<input type="checkbox"/>	GYMNASIUM & LOCKER ROOMS	
<input type="checkbox"/>	AUDITORIUM	<input type="checkbox"/>	MULTIPURPOSE ROOM	
		<input type="checkbox"/>	CLASSROOM	
		<input type="checkbox"/>	BALL FIELDS	

TERMS OF RENTAL AGREEMENT

- All school activities have precedence over non-school use of facilities
- Individual/Group using/renting any facilities will be held responsible for any and all damages
- Montrose Community School District is an alcohol and drug free zone
- No possession of food or beverage is permitted in the auditorium
- If school is closed on the date of your scheduled activity, your activity will be cancelled and all fees paid will be reimbursed. Please call and reschedule if necessary.
- Please note:** There are several food allergies in the district including severe peanut allergy. If you plan to serve any food with peanuts or peanut oil please let us know so that the area can be cleaned accordingly.
- The individual/group using/renting the facility agrees by signing this document that they will save and hold said Montrose Community Schools District and Board of Education harmless of and from any and all loss, damage or injury which it might sustain or become liable for, to any person or persons whomsoever, or property, arising from any cause or for any reason whatsoever in and about during the use of the scheduled facility.
- If the individual/group using/renting the facility is serving food during their scheduled time, it shall also be agreed that the using/renting organization be responsible for obtaining and having in their possession a temporary food license, per the Michigan Act 368, P.A. 1978, part 129 at a cost of \$100.00 payable to the Genesee County Health Dept. A food service license application may be obtained by calling 810-691-9903.
- Auditorium lighting, sound, and technology must be scheduled two weeks prior to the event by completing the **Audio-Visual Equipment Checklist**. If you have any questions about lighting, sound, or technology, please inquire at migxart@gmail.com.
- You will be charged an hourly fee as needed for parking lot maintenance (i.e., snow removal, salting) if the use/rental is scheduled during a time when school is normally closed, i.e., evenings/weekends/holiday breaks, etc.
- Use of the facility and area beyond the contracted schedule will be billed.**
- Fees are subject to change after July 1st of each year.**

FEES – CENTRAL OFFICE USE ONLY

Usage Fee:		See Facility and Area Requested Above
Custodial Fee:		Hourly Rates: Monday-Friday \$31.29; Saturday \$46.93; Sunday \$64.24
Kitchen Fee:		Hourly Rates – Cooks: Monday-Friday \$18.68; Saturday \$28.02; Sunday \$37.36 Hourly Rates – Supervisor: All Days \$64.82
Auditorium Technology Fee:		Hourly Rate: \$20.00. Please note that Auditorium Technician will report at least 45 minutes before event start time to prepare equipment, which will be billed accordingly. Please complete the Audio-Visual Equipment Checklist. Depending upon AV requirements, more than one technician may be required (also billable).
TOTAL DUE:		10% Due to Hold Date:

SIGNATURES

District Signature:	Renter/Use Signature:
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Audio-Visual Equipment Checklist

<i>Please take a moment to complete this list to indicate the AV needs for your scheduled event.</i>	
What Time Does Your <u>Event Start</u>:	What Time Do You Want the <u>Auditorium to be Opened</u> with all A-V Equipment requested ready to be used (default time is 45 minutes prior to event start time):
Will additional practice/rehearsal time be needed with the Auditorium Technician for the coordination of lights and sound? If yes, please list dates and times (please note that this time is billable).	
Video Equipment	
DVD Player	Check if Planning to Use
Computer (for PowerPoint or other presentation)*	
Providing own Laptop (Please specify PC or MAC)	
Screen	
<i>*If possible, please test your PowerPoint presentation (or other presentation software) on the district's computer prior to the event.</i>	
Audio Equipment	
Handheld Microphone – Wired (If yes, how many?)	Check if Planning to Use
Handheld Microphone – Wireless (If yes, how many?)	
Podium Microphone	
Wireless Lapel Microphone (If yes, how many?)	
Microphone Stands (If yes, how many?)	
CD Player	
Lighting	
Spotlights	Check if Planning to Use
Stage Lights	
House Lights (up or down)	
Other Presentation Equipment	
Laser Pointer	Check if Planning to Use
Podium	
Extension Cord/Power Strip	
Internet Access	
If needing to access websites, please list those sites below so they can be checked for compliance with the district's content filter:	
Other Needs:	
In order to help ensure that your event is a success, please note that depending upon the audio-visual support needed, more than one technician may be required. In addition, if you feel that you need to discuss your audio-visual needs in greater detail or have very specific timing and/or lighting requirements, please contact Michael Johnson at migxart@gmail.com .	

Montrose Community Schools
FACILITY RENTAL FEE SCHEDULE

(last updated July 26, 2017)

Group	Facility/Area Used	Rental Fee	Personnel Charges
A (K-12 In-District Program)	Gymnasium & Locker Rooms	None	None
	Multipurpose Room		
	Classroom		
	Kitchen/Cafeteria		
	Auditorium		
B & C (In-District Community Education Program/School Support Groups & In-District Community Non-Profit)	Gymnasium & Locker Rooms	None	1. Personnel charges apply only if event extends beyond regularly scheduled work hours 2. Auditorium Technician rates apply
	Multipurpose Room		
	Classroom		
	Kitchen/Cafeteria		
	Auditorium		
D (Non-Montrose Non-Profit)	Gymnasium & Locker Rooms	See facility rental fee schedule below	See personnel charge schedule below
	Multipurpose Room		
	Classroom		
	Kitchen/Cafeteria		
	Auditorium		
E (Commercial User)	Gymnasium & Locker Rooms	See facility rental fee schedule below	See personnel charge schedule below
	Multipurpose Room		
	Classroom		
	Kitchen/Cafeteria		
	Auditorium		

FACILITY RENTAL FEES PER HOUR

Facility	Group	High School/Middle School	Elementary School
Gymnasium & Locker Rooms	D	\$60.00	\$35.00
	E	\$60.00	\$35.00
Multipurpose Room	D	\$60.00	NA
	E	\$60.00	NA
Classroom	D	\$30.00 each	\$30.00 each
	E	\$30.00 each	\$30.00 each
Auditorium	D	\$100.00 + Auditorium Tech Fees	NA
	E	\$150.00 + Auditorium Tech Fees	NA
Kitchens & Cafeterias	D	All buildings: Cafeteria only = \$35.00/Kitchen & Cafeteria = \$50.00	
	E		

PERSONNEL CHARGES PER HOUR

(charges include FICA/Retirement fees and are updated July 1 each year)

Day(s) of the Week	Custodial	Kitchen/Cook	Food Service Supervisor	Auditorium Technician
Monday – Friday	\$31.29	\$18.86	\$64.82	\$20.00
Saturday (1.5 rate)	\$46.93	\$28.02	\$64.82	\$20.00
Sunday (2.0 rate)	\$64.24	\$37.36	\$64.82	\$20.00

DANCE RECITAL FEE SCHEDULE PER HOUR

Facility/Area	Monday-Friday	Saturday	Sunday
Auditorium + Choir Room	\$196.36	\$212.54	\$226.72
Auditorium Tech (per hour)	\$20.00	\$20.00	\$20.00
Additional Classrooms (each)	\$30.00	\$30.00	\$30.00
Cafeteria (no kitchen)	\$35.00	\$35.00	\$35.00