



**STEP #1 - Building Rental Guidelines and Rates:**

The following rules and regulations must be followed in order to operate and maintain your schools efficiently:

**\*\*\*PLEASE READ AND UNDERSTAND BEFORE SIGNING CONTACT.**

- All events must be supervised by a responsible person. (This may require a school employee)
- No alcoholic beverages, tobacco, or drugs are to be taken into the building or consumed on any/all school property.
- Facilities are to be left clean and orderly after use. (Permission must be obtained from the building Principal/Athletic Director before tape, pins, etc. can be used)
- Payment is to be made to the school for all costs incurred because of damage to or theft of school property. Provided said damage or theft occurs during the time of the use of the requested facilities and/or reasonably attributed to the occasion of the use.
- Only the areas and equipment on this contract are to be used.
- A custodian will be in attendance during use of the facilities. No custodial fee will be charged if the event is held during the custodian's normal working hours, unless extra work is required. Custodial fees will be assessed at time and a half if the activity is not held during the custodians normal working hours. (This includes set up and clean up along with building security after the function). The rate for time and a half plus fringes could be up to 23.00/hour. If cafeteria supervisors are also needed, an **additional** charge will be assessed at the same rate as a custodial fee.
- No rental on weekends unless the Dr. Robert Browne Recreational Center is full.
- No outdoor events are to be held during the months of December through May on any of the school facilities.
- The Board of Education reserves the right to refuse rental and use of facilities to any group or organization when they feel this use might be detrimental to the educational program, or when the risk is such that it would not pay for the upkeep of facilities.
- A certificate of insurance in the amount of \$1,000,000.00 is required unless expressly waived by the district.
- All facilities shall be closed by 11:00 pm. Monday – Saturday and 9:00 p.m. on Sunday
- Cleared through FS Direct? \_\_\_Yes\_\_\_ by Whom:\_\_\_\_\_ Date:\_\_\_\_\_

**Building Rental Rates/Guidelines**

Date of Application (**14 days prior to the request**)

Name of Building:\_\_\_\_\_ Area to be used:\_\_\_\_\_

Date(s) being requested:\_\_\_\_\_ Between the hours of?\_\_\_\_\_

Name of Organization \_\_\_\_\_ # of people expected:\_\_\_\_\_

Person Responsible \_\_\_\_\_ Phone #:\_\_\_\_\_

Applicants Address:\_\_\_\_\_

Type of Function:\_\_\_\_\_

Will money be collected? \_\_\_\_\_

Applicant agrees to comply with all the rules and regulations established by the Board of Education for the use of buildings and equipment in Board Policy and Administrative Guidelines. Included but not limited to the above mentioned. A copy of this form will be returned to the applicant to confirm the reservation.

Applicant's Signature:\_\_\_\_\_ Phone:\_\_\_\_\_

Email Address:\_\_\_\_\_

Terry Boguth  
Superintendent

Evelyn Grimes  
Business Manager

401 Sauk River Dr., Coldwater, MI 49036  
Phone: 517.279.5910 Fax: 517.279.7651 www.coldwaterschools.org



**STEP #2 - Group Designations/Costs:**

**GROUP 1** - Groups of students, staff adults for CCS related activities. Activities that are an extension of the school day. I.e: Spanish Club, Interact, Band, Play Practice, Balladiers, Homecoming, Science Olympiad. Boy/Girl Scouts, Girls on the Run, CBA, CAABC, Coldwater Volleyball Club and Rocket Football **Custodial Costs waived for Group 1**

**GROUP 2** - School Staff; individuals or groups for PRIVATE/RECREATIONAL use. (Christmas Parties, Weddings, Etc.)

**GROUP 3** - Non-school; community, league or club events – for private or recreational use. College teams’ practices, Dance Clubs, Southern MI Gymnastics, Sheriff Department – Lions Game.

**Costs for Ongoing Rentals and outside fields seven days a week designated in Groups 2/3:**

- 1 hour/a week for 1 month: \$50.00
- 2 hours a week for 1 month: \$100.00
- 4 hours a week for 1 month: \$200.00
- 6 hours a week for 1 month: \$300.00
- 8 hours a week for 1 month: \$400.00

**Group 4** - Individuals or groups for profit. I.e: AP teacher training, Drivers Training, Tutoring.

**Note these prices do NOT include custodial costs – see building rental guidelines**

LOCATION	GROUPS #1	GROUPS #2/ #3	GROUPS #4
<b>ELEM: Classroom</b>	N/C	\$15.00	\$25.00/Hr.
Gymnasium	N/C	\$25.00/Hr.	\$25.00/Hr.
Cafeteria	N/C	\$25.00/Hr.	\$25.00/Hr.
Library	N/C	\$25.00	\$25.00/Hr.
Kitchen	N/C	\$25.00/Hr. – with certified kitchen staff	\$25.00/Hr. – with certified kitchen staff
<b>MIDDLE SCHOOL: Classroom</b>	N/C	\$15.00	\$25.00/Hr.
Gymnasium	N/C	\$25.00/Hr.	\$25.00/Hr.
Cafeteria	N/C	\$25.00/Hr.	\$25.00/Hr.
Library	N/C	\$25.00	\$25.00/Hr.
Kitchen	N/C	\$25.00/Hr. – with certified kitchen staff	\$25.00/Hr. – with certified kitchen staff
<b>HIGH SCHOOL: Classroom</b>	N/C	\$15.00	\$25.00/Hr.
Main Gymnasium	N/C	\$25.00/Hr./Court	\$25.00/Hr.
Auxiliary Gymnasium	N/C	\$25.00/Hr./Court	\$25.00/Hr.
Cafeteria	N/C	\$25.00/Hr.	\$25.00/Hr.
Library	N/C	\$25.00	\$25.00/Hr.
Kitchen	N/C	\$25.00/Hr. – with certified kitchen staff	\$25.00/Hr. – with certified kitchen staff
Football Stadium	N/A	N/A	N/A
Baseball Stadium	N/C	\$50.00/Hr.	\$50.00/Hr.
Softball Stadium	N/C	\$50.00/Hr.	\$50.00/Hr.
Soccer Field - Grass	N/C	\$50.00/Hr.	\$50.00/Hr.
Concessions (out of season only)	N/C	\$25.00/Hr.	\$25.00/Hr.

**OFFICE USE ONLY:**

Facility Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Additional Personnel fee for nights/weekends: \_\_\_\_\_ Approved: yes no

50% Deposit required: \_\_\_\_\_ Signature of Building Principal/ A/D: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_ Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal/AD: Indicate that communication has been made to the following if applicable:**

\_\_\_\_\_ Custodian \_\_\_\_\_ Food Service \_\_\_\_\_ Technology

Terry Boguth  
Superintendent

Evelyn Grimes  
Business Manager