

**HARTLAND CONSOLIDATED SCHOOLS
BUILDING/FIELD USE APPLICATION**

Return to: Hartland Community Education
ROOM RESERVATIONS: 9525 Highland Rd.
Howell, MI 48843

For Information Call: 810.626.2150
Email:rentals@hartlandschools.us

Building Requested: _____

Day(s) Requested: _____

Room(s) Requested: _____

_____/_____/_____ to ____/____/_____ State if Weekly, Monthly or ____ Week of the Month

Time of Use _____ AM/PM _____ AM/PM Time Event Will Start _____ AM/PM
Arrival Exit

Organization: _____

Type of Activity _____

Name of Adult Supervising Group: _____

No. Expected to Attend _____ Admission Charge _____ Purpose of Proceeds _____

User and responsible party: _____ Cell Phone # _____

Address: _____ City: _____ Zip Code: _____

Email Address: _____

RULES TO FOLLOW:

1. The applicant is fully responsible for all facilities used. The applicant agrees to defend, indemnify and hold harmless HCS, its boards, employees, and representatives from any and all claims, actions, judgements and expenses including claims, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damages to property arising from or out of use by the User or its agents, members, partners, associates or employees.
2. It is the applicant's responsibility to ensure that the attendees of the activity/event understand that it is not offered by the school district and therefore they acknowledge that they are attending/using the facilities at their own risk. Additionally, insurance liability/coverage is provided through the applicant and not the district.
3. To insure future use of these facilities, please be sure to leave room and equipment in proper condition and furniture arranged as found. Do not disturb any messages on blackboards and refrain from using any SMART boards.
4. There may be a time during the school year when this request may have to be cancelled. It is our hope that you understand K-12 programs have priority over service clubs, scouting activities, etc. You will be notified in advance when possible, and accommodations in another facility will be provided if possible. Should the district have to close due to inclement weather your event may be cancelled. In these cases, full refunds of deposits will be processed.
5. There may be an additional charge for custodial services for daytime and evening activities. Events on weekends will require custodial services at an additional rate. In addition, a security service may be required for outside areas and parking lots.
6. A 50% non-refundable deposit (or more) may be required depending on the event.
7. NO ALCOHOLIC BEVERAGES may be served or consumed on school property.
8. NO SMOKING is permitted inside school facilities or on school grounds.
9. No pets are permitted inside any of the buildings, on school grounds or on sports fields.
10. Building Use Reservation Forms must be submitted two (2) weeks prior to use or the request may be denied.
11. When a key is required, for ex. Epley Park, the applicant must pick up the key at the Community Education Office before 5:30 p.m. (M-F) Key must be returned to the office the following day (Monday for weekend use) by 12 noon. A deposit of \$10.00 will be required for the key. If the key is not returned to the center by noon the deposit will be forfeited.
12. The Hartland Consolidated Schools has the right to forfeit any deposits made if the applicant fails to follow the above rules.

As the applicant, I am validating that I have received, read and understand the rules as presented and I agree to abide by them.

Signature: _____ Date: _____

Approved By: _____ Date: _____

Room Rental Hourly Fee _____ Custodial/Café/Overtime (est.) _____