

BUILDING USE APPLICATION



1601 N. Campbell Rd. Royal Oak, MI 48067
Phone 248-545-0064 or
Email: robin.newsome@royaloakschools.org

Organization: _____

Name: _____

Billing Address: _____

City: _____ Zip: _____ Home Phone: (____) _____

Work Phone: (____) _____ E-mail: _____ Fax: (____) _____

School Requested: _____ Area: _____

Purpose: _____

Starting Date: _____ Starting Time: _____ Day(s) of Week: _____

Ending Date: _____ Ending Time: _____ Number Attending: _____

Admission Charge? _____ Anything Sold? _____ What? _____

_____ My event will not be using any school district technology or equipment.

_____ My event will require the use of the following school technology or equipment.

Additional/Special Requests:

_____ Microphone
_____ Stands
_____ Podium

_____ Screen
_____ Projector
_____ Stage Lighting

_____ Mixing Board
_____ DVD
_____ Computer

Technology equipment is only available when a technology staff member is present for the event. This must be scheduled in advance and the cost for the staff person (@\$35/hour) will be billed to the building user. In designated area below or in an attachment, draw/write a description of the technology use and or set up.

Set-up Description

School building will be open 30 minutes prior to your scheduled activity and is to be vacated 30 minutes after scheduled ending time to avoid added expense.

Permit holders agree to follow all the rules governing use of the School District and any specific guidelines or restrictions at the sole discretion of the School District. Locations used shall be subject to the School District's discretion and the User will be responsible for all expenses related to its presence at the School District. The User agrees to defend, indemnify and hold harmless the School District, its boards, employees, and representatives from any and all claims, actions, suits, judgments and expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees, or any portion of the School District. The User shall, at its own expense, keep in full force and effect until the cessation of its activity, a commercial general liability (CGL) insurance policy having limits of not less than One Million Dollars (\$1,000,000) for each occurrence and in the aggregate combined single limits for bodily injury, personal injury and property damage. In addition, the policy shall name the School District as an Additional Insured on the policy.

Permit holders securing outside contractors for their event are responsible for such contractors conforming to conditions stated above. Outside contractors utilized by a permit holder will be required to supply a certificate of liability insurance from said outside contractor having limits of not less than One Million Dollars (\$1,000.00) for each occurrence and in aggregated combined single limits for bodily injury, personal injury, and property damage. In addition, the policy shall name the School District as an Additional Insured on the policy.

Policies and Procedures of Royal Oak Schools must be adhered to and will be enforced, including the prohibition of all alcohol and/or tobacco products. Fire and severe weather procedures are for everyone's safety and are to be implemented accordingly. Royal Oak Schools reserves the right to cancel and/or relocate your approved activity. Activities are canceled if school buildings are closed due to inclement weather.

48 hours notice of cancellation is required to avoid cost or penalties. For cancellation notice please call 248-545-0064 ext. 3245. Please leave your name, building and date of event.

I agree to all of the above and understand that I am responsible for any and all overtime and additional cost that may occur.

Signature of Applicant: _____

BUSINESS OFFICE PERMIT AUTHORIZATION

The above Building Use Application has been approved.

Approximate Cost: _____

Director of Custodial Operations _____