

# BUILDING USE APPLICATION

## GRAND RAPIDS PUBLIC SCHOOLS FACILITIES MANAGEMENT OFFICE

900 UNION NE  
GRAND RAPIDS, MI 49503

Phone: (616) 819-3010  
FAX: (616) 819-3014  
E-mail: buildinguse@grps.org  
Website: grps.org

APPLICATION DATE: \_\_\_\_\_

BUILDING/SCHOOL: \_\_\_\_\_

AREA/SPACE/ROOM: \_\_\_\_\_

### APPLICANT/USER INFORMATION - PLEASE PRINT CLEARLY - The following information will be used for billing.

\_\_\_\_\_  
Name of Applicant (School/Organization)

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

### APPLICANT EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT NAME \_\_\_\_\_

PHONE: \_\_\_\_\_

### DESCRIPTION OF USE/ACTIVITY/EVENT

TYPE OF EVENT (BE SPECIFIC) \_\_\_\_\_

DATE(S) \_\_\_\_\_

DAY(S): MON TUE WED THU FRI SAT SUN

ACTIVITY START TIME \_\_\_\_\_ AM PM

EXPECTED ATTENDANCE \_\_\_\_\_

ACTIVITY END TIME \_\_\_\_\_ AM PM

# OF TABLES \_\_\_\_\_ # OF CHAIRS \_\_\_\_\_

WILL FOOD BE SERVED? YES / NO FOOD SOLD? YES / NO  
(Describe) (Describe)

DOORS FOR ACTIVITY: LOCKED UNLOCKED  
(Circle One)

OTHER (Describe) \_\_\_\_\_

ESTIMATED FEE \$ \_\_\_\_\_

(Based on Fee Schedule on Reverse Side)

### ACCEPTANCE OF TERMS

Application is hereby made for use of facilities as indicated above in accordance with the rules and regulations of the Board and Administrative policies of Grand Rapids Public Schools. I have read the fee schedule, rules and regulations stated on second page of this form and agree with them. I understand that I may be charged and will be responsible for any amount owed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

### GRAND RAPIDS PUBLIC SCHOOLS - BUILDING ADMINISTRATION USE ONLY

YES NO GRPS SPONSORED FUNCTION/ACTIVITY (SITE BASED BUILDING MAY BE CHARGED)

YES NO CUSTODIAL ASSISTANCE OR COVERAGE REQUESTED (EPS COVERAGE)

Custodian Assigned: \_\_\_\_\_

YES NO SECURITY SERVICES REQUIRED AT THIS EVENT

YES NO RECOMMENDATION FOR \*FEES WAIVED

\*ONLY IF NO SET UP REQUIRED AND ACTIVITY IS  
DONE BY 8:00 P.M. ON DAYS SCHOOL IS IN SESSION

\_\_\_\_\_  
(State the Reason)

YES NO APPROVED BY BUILDING ADMINISTRATOR  
(Including Estimated Cost)

\_\_\_\_\_  
Signature of Bldg Administrator (Date)

YES NO PUBLIC SAFETY STAFF NOTIFIED

\_\_\_\_\_  
Signature of Public Safety Staff (Date)

YES NO BUILDING OPERATIONS STAFF NOTIFIED

\_\_\_\_\_  
Signature of Operations Staff (Date)

FEES:

BUILDING USE \$
SECURITY \$
OTHER \$

TOTAL

\$ \_\_\_\_\_



**BUILDING USE RULES AND REGULATIONS**

1. Grand Rapids Public Schools reserves the right to deny or cancel building use within the boundaries of employee contracts, policies of priority use and outstanding balances due the District, but not limited to these items. Personal use of facilities, such as private parties and receptions, family reunions, anniversaries, birthdays, and weddings are prohibited.
2. I(we) agree to defend, indemnify and hold harmless the Grand Rapids Public Schools for any and all liability, loss or damage that Grand Rapids Public Schools may suffer as a result of claims, demands, costs or judgment against it arising out of applicant's use of the building, whether the liability, loss or damage is caused by, or arising out of negligence of Grand Rapids Public Schools or of its officers, agents, employees or otherwise.
3. I(we) agree to furnish a certificate of insurance evidencing adequate liability and property damage coverage prior to the event.
4. I(we) agree to submit a copy of our current lifeguard certification with the application for pool usage request only.
5. I(we) agree not to modify/alter/change any Grand Rapids Public Schools building structure including but not limited to electrical, HVAC (heating, ventilation and air conditioning), grounds, etc.
6. I(we) affirm the activity is not discriminatory and does not discriminate against any person or group.
7. I(we) will reimburse Grand Rapids Public Schools for any damages to, loss or theft of property during the applicant's use of facility.
8. I(we) agree to provide proper/adequate adult supervision at all times while property is being used.
9. I (we) agree that no animals will be allowed on premises.
10. I(we) agree to enforce parking in designated areas only.
11. I(we) agree to submit the completed Building Use Application form two weeks prior to our event.
12. I(we) will notify the Facilities and Operations by email (buildinguse@grps.org) of cancellation within one week prior to event. If no cancellation notice is given, the higher of charges incurred by the District, or a flat fee of \$35 will be charged.
13. I(we) agree to enforce the rules of Grand Rapids Public Schools, no smoking, gambling (in any form), intoxicants, illegal drugs, or possession of weapons is allowed.

**FEE SCHEDULE**

**Grand Rapids Public Schools reserves the right to change any or all fees listed without prior notice.**

**Fees may be reduced/waived for activities that directly benefit Grand Rapids Public Schools students (PTA/PTO Groups).**

<u>FACILITY</u>	<u>Category 1 GRPS</u>	<u>Category 2 Non-Profit</u>	<u>Category 3 Profit</u>
Elementary Gymnasium	no charge	\$35/hour	\$60/hour
Middle/High School Gymnasiums/Mall	no charge	\$60/hour	\$100/hour
Auditorium/Stage Prep/Set up time	no charge	\$75/hour	\$100/hour
Auditorium/Stage Show time	no charge	\$100/hour	\$150/hour
Houseman Field	fee may be accessed	\$150/hour	\$250/hour
Practice field	no charge	\$10/hour	\$40/hour
Prepared field	no charge	\$20/hour	\$40/hour
Football field	no charge	\$20/hour	\$40/hour
Tennis Court	no charge	\$10/hour	\$20/hour
Wrestling/Weight Room	no charge	\$10/hour	\$20/hour
Swimming Pool	fee may be accessed	\$100/hour	\$150/hour
Media Center	no charge	\$35/hour	\$50/hour
Cafeteria/Multipurpose	no charge	\$50/hour	\$75/hour
Kitchen	Contact The Director Of Food & Nutrition Services		
Classrooms	no charge	\$30/hour	\$45/hour
Science Lab/Woodshop	no charge	not available	not available
Computer Lab	no charge	\$35/hour	\$50/hour
Miscellaneous (band, choir, dance, etc.)	no charge	\$25/hour	\$40/hour
Playground Equipment	no charge	\$5/hour	\$10/hour
Set Up/Tear Down	\$35/hour	\$35/hour	\$35/hour

**Note: These fees represent building use only. Additional fees will be charged to all users (Category 1, 2 & 3) for security (\$50 per hour) and for other special required/requested needs.**