

## **Allendale Public Schools Fine Arts Center**

10760 68<sup>th</sup> Ave.  
Allendale, MI 49401

### **User Policies and Regulations**

The Lessee agrees to abide by the following regulations:

1. The lessee shall complete and sign an "Allendale Public Schools Fine Arts Center Application form" and "Rental Agreement" prior to using the Facility.
2. All groups must have a designated, responsible and approved non-student adult in charge who will take responsibility for discipline, protection of school property and school policy.
3. Applicants must satisfy the schools Superintendent or the Superintendent's representative that they are responsible persons and officially represent responsible organizations; that they will guarantee orderly behavior, and will underwrite any damage due to their use of the premises and/or will provide a "General Liability" insurance policy if requested: that their program is of a nature suitable for presentation in a public school; that the activity is lawful, and in conformity with regulations of the Board of Education.
4. Facilities will not be rented for private parties, including receptions and family gatherings.
5. Only the rooms or designated area granted in the original request shall be used.
6. Groups renting school facilities shall be required to furnish, in advance, a certificate of liability insurance coverage as stated herein, naming Allendale Public Schools as an additional insured. In addition, a "Hold Harmless" clause absolving the district of any liability shall be signed by the appropriate official of the group or organization.

Injury or Death Liability	\$1,000,000 per occurrence/day
Property Damage	\$1,000,000 per occurrence/day

Note: The district may require up to \$5,000,000 general liability insurance if deemed necessary.

7. The auditorium manager on duty normally will not open the building until the supervisor for the sponsoring group is on duty. A school employee shall be present at least one half hour before the scheduled use of the facility. He/she shall be responsible for opening and closing the building, heating, lighting, ventilating, and assist in preserving order and preventing damage to school property.
8. No beverages, food, candy, or other consumables shall be allowed within the auditorium.
9. No alcoholic beverages or illegal (non-prescription) drugs of any kind or nature shall be served, consumed or brought onto school property.
10. There will be no smoking or tobacco products allowed on the school campus.
11. Classroom materials and/or equipment are not to be used without prior specific permission, if available.
12. All rooms and areas are to be left in an orderly condition after usage.
13. All money transactions will be handled through the business office.
14. All users shall be financially liable for damage(s) to the facilities and for proper and acceptable supervision.

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15. All activities on Sunday through Thursday shall terminate by 11:00 PM unless specifically exempted by the theater manager.
16. No liability of any kind or nature shall be borne by the district, any employee, officer, agent, and board members individually or collectively, as a consequence of permitting access to this facility or facilities.
17. All electrical and mechanical equipment shall be used and operated only by school personnel or competent designee as approved by the Theater Manager.
18. Disorderly conduct of any kind will be reported to the police and may result in the loss of the privilege to use the district facilities.
19. The use of the facilities shall be denied when such use would interfere with necessary repairs or general maintenance.
20. The facility may be rented only during the time the theater manager determines it is available.
21. The Theater Manager, Superintendent, or the Board of Education may cancel any rental agreement for misrepresentation and/or violation of policies or the rental agreement.
22. All of these guidelines/regulations shall be incorporated by reference in the rental agreement agreed to and signed by the group/organization.
23. The Theater Manager will determine the number of facility personnel necessary for a given production.
24. The Theater Manager or designee shall be on duty when the auditorium and adjacent areas are used.
25. The use of open flames, such as candles, hand torches, and or pyrotechnics, is strictly prohibited. Fire resistant materials shall be used whenever possible. Nothing shall be done in or on any part of the facility, and nothing shall be brought or kept in the facility which will, in any way, increase conditions of any insurance policy upon the building or any part of the building, or, in any way increase the rate of fire or public liability insurance upon the building or property kept therein, or, in any way conflict with fire department regulations, or with any rules, regulations, or ordinances. Any individual using the facility shall not operate any engine or motor or machinery or use oils, burning fluids, camphene, kerosene, naphtha or gasoline for either mechanical or other purposes.
26. Sets, props, and/or scenery removal must occur no later than 48 hours after the final performance, or sooner if required by the theater manager.
27. School closing policies due to inclement weather shall not apply to usage by non-school groups. If an event is canceled due to inclement weather every possible attempt will be made to reschedule any event thus affected. If the event cannot be rescheduled any deposits received will be refunded.
28. To alter or waive any portion of this policy requests should be made to the Theater Manager and must be approved by the Superintendent of Schools.