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## **Facilities Use Agreement**

Please complete this form and submit it to the Facilities Director

### **Organization and Contact Person:**

1) **Days and Date(s) Needed:**

2) **Times Needed:**

3) **Facility Requested [which School, Room(s), Gym and/or Field]:**

4) **Expected Attendance:**

5) **Purpose of the event:**

6) **Amount of Admission to be charged attendees:**

7) **For what purpose is the admission fees money to be used:**

8) **Indicate any specific set-up details needed (attach additional pages if necessary):**

*[Note: \$7 each per Table-skirt requested]*

9) **Rental Fee(s) to be submitted at least two (2) business days prior to the event:**

### **RESPONSIBILITY FOR INSURANCE/INDEMNIFICATION**

**Prior to the event, the undersigned must provide DCDS with a valid insurance certificate meeting these requirements:**

1. The undersigned shall be solely responsible for purchasing and maintaining comprehensive insurance coverage naming their group/organization/event as the primary insured and DCDS as an additional insured against all claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from the group/organization/event's use of the buildings and/or facilities, including contractual liability insurance as applicable to the group/organization/event's obligations to indemnify and hold harmless DCDS. Evidence of coverage for abuse and molestation must be provided on the insurance certificate. Such insurance liability limits for public liability insurance coverage shall be in the minimum amount of Five Hundred Thousand (\$500,000) Dollars per claim and One Million (\$1,000,000) Dollars per occurrence.
2. In consideration for the group/organization/event's use of DCDS facilities over which the group/organization/event shall exercise full and complete control during the course of the activity or event, the group/organization shall indemnify and hold harmless DCDS, and its agents and employees, from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from such group/organization's use of the DCDS facilities, including bodily injury, sickness, injury or destruction of tangible property, the loss of use resulting therefrom, and the loss or theft or

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damage to property which is a part of or located on the premises of DCDS, including such property owned by students or employees of DCDS.

3. Each group/organization must provide the State of Michigan mandated Workers Compensation insurance.

The undersigned states that he/she has authority to sign this application for the above organization and assumes full responsibility for the conduct of spectators, performers, and others in attendance at the proposed use or activity. The undersigned hereby acknowledges that he/she has read the Detroit Country Day School rules, regulations, and procedures regarding the use of DCDS buildings and facilities, and agrees to comply with and be bound by all of the terms and conditions contained in those rules, regulations, and procedures.

The Organizer is expected to exercise control over all aspects of their event or activity so as to provide a safe experience and orderly environment for all participants, officials, spectators, workers, guests and visitors. The Organizer shall be solely responsible for enforcing such rules and regulations and taking appropriate disciplinary action.

**Facility Use Agreements may be canceled at any time by the Headmaster or by a School Director if rules and regulations are violated, if the reserved space is required for a higher priority school-activity, to avoid an extreme logistical problem conflicting with other campus activities, or if weather conditions dictate.**

<b>Applicant's Signature</b>	<b>Date:</b>	
<b>Applicant's Printed Name</b>		
<b>Mailing Address</b>		
<b>Phones Cell:</b>	<b>Work:</b>	<b>Home:</b>
<b>E-Mail Address:</b>		

Organizations using DCDS facilities must designate the adult(s) responsible for coaching and/or supervising the above stated activity. That individual must be present with the participants at each activity. This individual cannot exchange times or assign others to act as responsible parties for their group. Violation of this policy is cause for expulsion from the premises and voids this agreement.

<b>Printed name of person supervising this activity:</b>
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### **ACCEPTANCE AND APPROVAL BY DETROIT COUNTRY DAY SCHOOL**

**Please note that a request does not guarantee approval of the specific facility on the date and time asked for. Scheduling and consideration of school events may result in denial or some revisions to the request.**

<b>Initial Site Approval by Site Program Administrator:</b>	<b>Date:</b>
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<b>Final Approval by Director of Safety, Security and Facilities:</b>	<b>Date:</b>
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