



FACILITY USE AGREEMENT: comprehensive form for the use of Holly Academy

NAME OF EVENT _____

PURPOSE OF EVENT _____

EVENT SPONSORSHIP _____ Individual _____ Holly Academy _____
Holly Academy PTO _____ Outside Organization _____

DATE(S) NEEDED _____

EXPECTED NUMBER OF PEOPLE ATTENDING _____

TIME BEGINNING Set-up time _____ Actual time of event _____

END OF EVENT Event end time _____ Clean-up time _____

REQUESTED AREAS Classroom _____ Auditorium _____ Gym _____ Grounds _____ Other _____

ACADEMY EQUIPMENT NEEDED(see terms of fee below) _____

APPLICANT'S INFORMATION (Responsible person)

APPLICANT'S NAME _____

NAME OF ADULT IN CHARGE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (_____) _____

TERMS & CONDITIONS

All participants of the proposed activity agree to the following:

Building fee for Non-School Related Function \$ _____/per hour (\$27.00 week days/\$35.00 weekends with a minimum of 2 hours)

Sound System Equipment Charge _____ (\$25.00 per daily use)

Operator of Sound System Charge _____ (fee of \$25.00 per hour)

Additional Custodial Cost _____

TOTAL FEE \$ _____

SECURITY DEPOSIT (if requested) _____

- No Smoking in the building or on the Academy premises
- No Alcohol in the building or on the Academy premises
- Remain in the room(s) approved for usage
- Participants provide their own supplies and equipment, other than stated above
- No food allowed on the premises
- Children will be supervised at all times, per policies and procedures attached
- Indemnity & Liability Insurance Agreement (see reverse side)

****It is understood that school activities have preference over outside activities****

Applicant Signature _____ Date _____

All payments are to be made payable within 30 days to Holly Academy, 820 Academy Road, Holly, MI 48442.

For school administration use only:

The above request is: _____ Approved
_____ Not Approved

Director/Athletic Director Signature _____ Date _____

Community Use of Holly Academy and Equipment

Indemnity and Liability Insurance Agreement

The undersigned, hereinafter referred to as "entity", states that it shall hold Holly Academy harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity of Holly Academy, and its officers, employees or agents, in the use by the entity of any facilities or equipment owned by Holly Academy. In case any action is brought therefore against Holly Academy or any of its officers, employees, or agents, the entity shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, Holly Academy reserves the right to defend such action and charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by Holly Academy such bodily injury and property damage liability insurance as shall protect the entity and Holly Academy from claims for damages for personal injury, including accidental death and from claims for property damages which may arise from the entities' use of Holly Academy facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity. Such insurance shall include Holly Academy as indirectly employed by the entity. Such insurance shall include Holly Academy as indirectly employed by the entity. Such insurance shall include Holly Academy as an additional named insured in the policy carried by the entity and described above.

The entity shall furnish Holly Academy with a certificate of insurance acceptable to Holly Academy's insurance carrier before the contract is used.

Dated this ____ day of _____, 20____.

Entity (Responsible person)

By _____ By _____
Director

Title _____ By _____
Secretary

Address _____
