

BERRIEN REGIONAL EDUCATION SERVICE AGENCY

**711 Saint Joseph Avenue
Berrien Springs, MI 49103**

FACILITY USE AGREEMENT

Date of Request: _____

Name of Organization: _____

Street Address

City and Zip Code

Date(s) to be Used: _____

Time: From _____ A.M./P.M. To _____ A.M./P.M.

Name of Person Assuming Responsibility of Activity: _____

Telephone No: _____

Building/Area(s): _____

Tenant agrees to defend, indemnify and hold harmless the Berrien Regional Education Service Agency, its Board of Education and its employees from any and all liability for loss, injury or damages of whatsoever kind and nature to any person or property in, on, or about the leased premises resulting from, any cause whatsoever related, in any way, to Tenant's use of the leased premises. The Tenant, if requested, will provide the Berrien Regional Education Service Agency with a Certificate of Liability Insurance.

Nothing will be sold, given, exhibited or displayed without prior permission. See attached Building Use Rules for Outside Groups.

Classification of Rental Use:

Category 1 Category 2 Category 3

Checks should be made payable to: Berrien Regional Education Service Agency.

Signature of Person Assuming Responsibility

Berrien RESA

Date

Date

BUILDING USE RULES FOR OUTSIDE GROUPS

For Office Use:	Rental Fee: _____	Certificate of Liability Insurance on File: _____
Building/Area:	_____	Certified Lifeguard Certificate on File: _____

LIGHTHOUSE EDUCATION CENTER /BLOSSOMLAND LEARNING CENTER BERRIEN REGIONAL EDUCATION SERVICE AGENCY

These rules conform with the authority granted by the Berrien Regional Education Service Agency's Board of Education in their currently approved policies. An "outside group" as used herein is defined as any community group or nonprofit organization whose membership is comprised mainly of persons residing or employed in Berrien County constituent school districts other than the students who are enrolled in programs in the Lighthouse Education Center and Blossomland Learning Center buildings.

Use of all facilities and applications for use shall be subject to the approval of the Superintendent or designee.

I. USER RESPONSIBILITY

- A. All individuals and groups wishing to use school facilities are subject to rules and regulations to ensure the safety and welfare of individuals, and to provide adequate protection for the property of the Berrien Regional Education Service Agency.
- B. All outside groups will be held liable for costs and/or damages resulting from the use of the facility.
- C. The outside group agrees to defend, indemnify, and hold harmless the Berrien Regional Education Service Agency, its Board of Education and its employees from any and all liability for loss, injury or damages of whatsoever kind and nature to any person or property in, on or about the leased premises resulting from, any cause whatsoever related, in any way, to the outside group's use of the leased premises.
- D. The outside group will provide the Agency with a "Certificate of Liability" insurance for use of the swimming pool, gym, playground or kitchen.
- E. Payment for use of the building (if applicable) is due no later than the day of use. Checks should be made payable to: Berrien Regional Education Service Agency. Costs such as additional custodial fees and food service charges will be billed to the outside group.
- F. Either party may cancel use of the facility due to emergency circumstances.
- G. If the weather turns inclement and Berrien RESA closes for the day, ALL activities/meetings will be canceled as well.
- H. Unless prior approval is obtained, all activities should be scheduled so that the building is vacated no later than 10:00 p.m.
- I. Outside groups using the facility will confine their activities to the areas assigned to them. Changes in areas must be prearranged.
- J. All outside groups shall be accompanied by a supervisor or person in charge, whose responsibilities shall include discipline, proper use of the facilities, and vacating the premises at the arranged time. All furniture and equipment must be left in readiness for regular classes when leaving, unless previous arrangements have been made for custodial services.
- K. The use of intoxicants or illegal substances or any disorderly conduct on school properties is prohibited and shall result in immediate cancellation of the rental agreement.
- L. No smoking will be allowed in any of the Berrien Regional Education Service Agency facilities or properties.
- M. Use of special equipment must be cleared in advance, and must be used under the supervision of an approved person.
- N. All ordinances and rules of the police and fire departments regarding public assemblies must be strictly adhered to.

II. KITCHEN

- A. The services of the central kitchen may be used for pre-arranged and authorized outside group meetings only when food service personnel in the employ of the Berrien Regional Education Service Agency are present.

III. SWIMMING POOL

- A. Use of the pool by outside groups will be allowed only to the extent that it does not interfere with use by students of the Blossomland Learning Center.
- B. A Certified Senior Lifesaving person and/or Water Safety Instructor employed, contracted, and/or approved by Berrien Regional Education Service Agency is to be in charge and must provide a Certified Lifeguard Certificate prior to the event.
- C. Outside groups are to provide bathing suits, towels, and any special equipment needed for their programs.
- D. Pool use is contingent upon the outside groups adhering to pool rules and regulations as developed for the use of the Blossomland Learning Center swimming pool.
- E. Use of shower rooms must be supervised.

IV. USE OF GYMNASIUM

- A. Outside groups shall provide staff that are trained to provide adequate instruction and supervision to supervise activities.
- B. Any group renting the gymnasium shall have supervising staff trained in the use of the facility and its equipment.
- C. Shower room supervision must be provided and outside groups shall provide their own towels, uniforms, and shoes.

V. CLASSIFICATION OF RENTAL USE

To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of District policy governing use of facilities, the following categories have been established. These categories have been approved to determine priority for facility use and a schedule fee has been provided for approved users when space and facilities are available.

Approval of all applications will be based upon the following criteria: benefits to the school district and the community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; relationship of the activity to the stated mission of the school district.

The use of school facilities for K-12 school instructional and extracurricular programs, meeting of students, teachers, parent-teacher organizations or other organizations directly affiliated with the schools will have precedence over all other requests.

Category 1 will be given the highest priority and Category 3 the lowest priority. However, every effort will be made to accommodate all requests. Generally, Category 1 is only charged for after-hours use of District personnel.

Category 2 receives an approximate 33% discount, except for selected items, and Category 3 is charged the full rate.

Category 1 – Berrien RESA Programs/Community Education Programs/School Support Groups

Community Education programs provide student enrichment and support.

Berrien County school-sponsored support groups include but not limited to: Parent-Teacher Associations/ Parent Advisory Groups.

Category 2 – Community Use Non-Profit Groups

Community non-profit groups are defined as governmental agencies, or organized groups who provide local, civic, educational, or cultural activities and are staffed by volunteers.

Examples of users include but not limited to: Jaycees, Kiwanis, Rotary, City Chamber of Commerce, City Parks and Recreation, Habitat for Humanity, Big Brothers/Big Sisters, 4-H Groups, Little League, and American Cancer Society.

Category 3 – Private Citizen Use/For Profit Groups/Commercial Users

Private Citizen Use/For-Profit Groups/Commercial Users are defined as groups of community residents who are interested in using school facilities for a particular use such as recreational, educational, and cultural activities. A group or organization under this category may conduct training or meeting sessions for employees related to their business, but may not actually generate revenue or profit from the activity.

This category includes, but is not limited to: private citizens and businesses that provide opportunities for District students, private schools who are hosting events/activities, adult athletic clubs, YMCA, neighborhood associations, driving schools and churches.

VI. RENTAL FEES

- A. Rates may be assigned or waived for special activities not appropriate to the following table.
- B. Weekday rates are charged Monday through Friday when Berrien RESA is scheduled to be open. Weekend rates are charged on weekdays when Berrien RESA is scheduled to be closed and on Saturdays and Sundays.
- C. A \$5.00/hour rate reduction is available for nonprofit groups serving persons with disabilities.

BUILDING	CAPACITY	AVAILABLE SETUP(S)	WEEKDAYS			WEEKENDS		
			CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 1	CATEGORY 2	CATEGORY 3
AD CTR – Conf. Rm. A	12 24 24	Theater Table Square Chairs Only	\$ -0-	\$10.00/hr.	\$15.00/hr.	\$ -0-	\$20.00/hr.	\$30.00/hr.
AD CTR – Conf. Rm. B	40 30 20 30 24	Chairs Only Long Tables & Chairs Rounds 10 Table Square 8 Table Square	\$ -0-	\$13.00/hr.	\$20.00/hr.	\$ -0-	\$26.00/hr.	\$40.00/hr.
AD CTR – Conf. Rm. C	60 30 20 30 24	Chairs Only Long Tables & Chairs Rounds 10 Table Square 8 Table Square	\$ -0-	\$16.00/hr.	\$25.00/hr.	\$ -0-	\$34.00/hr.	\$50.00/hr.
AD CTR – Conf. Rm. D	50 40 25 30 24	Chairs Only Long Tables & Chairs Rounds 10 Table Square 8 Table Square	\$ -0-	\$13.00/hr.	\$20.00/hr.	\$ -0-	\$26.00/hr.	\$40.00/hr.
AD CTR – Distance Learning	40	As Is	\$ -0-	\$13.00/hr.	\$20.00/hr.	\$ -0-	\$26.00/hr.	\$40.00/hr.
AD CTR – Adm. Conf. Ctr.	15	As Is	\$ -0-	\$10.00/hr.	\$15.00/hr.	\$ -0-	\$20.00/hr.	\$30.00/hr.
AD CTR – Tech Center	50	As Is	\$ -0-	\$13.00/hr.	\$20.00/hr.	\$ -0-	\$26.00/hr.	\$40.00/hr.
AD CTR – Conf. Rm. E	36 40 24 18	Rounds Chairs Only 8 Table Square 3 Rounds, 1 Long Table	\$ -0-	\$13.00/hr.	\$20.00/hr.	\$ -0-	\$26.00/hr.	\$40.00/hr.
BLC – Conf. Rm. 1	20		\$ -0-	\$10.00/hr.	\$15.00/hr.	\$ -0-	\$20.00/hr.	\$30.00/hr.
BLC Gym	300 300	Chairs Only Tables & Chairs	\$ -0-	\$34.00/hr.	\$50.00/hr.	\$ -0-	\$67.00/hr.	\$100.00/hr.
BLC Pool *			\$ -0-	\$34.00/hr.	\$50.00/hr.	\$ -0-	\$67.00/hr.	\$100.00/hr.
BLC Library	30 20	Chairs Only Tables & Chairs	\$ -0-	\$13.00/hr.	\$20.00/hr.	\$ -0-	\$26.00/hr.	\$40.00/hr.
BLC Computer Lab			\$ -0-	\$13.00/hr.	\$20.00/hr.	\$ -0-	\$26.00/hr.	\$40.00/hr.
BLC A Pod Activity	100 75	Chairs Only Tables & Chairs	\$ -0-	\$16.00/hr.	\$25.00/hr.	\$ -0-	\$40.00/hr.	\$60.00/hr.
BLC B Pod Activity	150 100	Chairs Only Tables & Chairs	\$ -0-	\$20.00/hr.	\$30.00/hr.	\$ -0-	\$40.00/hr.	\$60.00/hr.
BLC D Pod Activity	75 50	Chairs Only Tables & Chairs	\$ -0-	\$16.00/hr.	\$25.00/hr.	\$ -0-	\$34.00/hr.	\$50.00/hr.
BLC Lounge	40 30	Chairs Only Tables & Chairs	\$ -0-	\$13.00/hr.	\$20.00/hr.	\$ -0-	\$26.00/hr.	\$40.00/hr.

BLC Building, includes: Conference Room 1 Gym Library A-Pod Activity B-Pod Activity D-Pod Activity Lounge B-1			\$ -0-	\$122.00/hr.	\$185.00/hr.	\$ -0-	\$253.00/hr.	\$380.00/hr.
LEC Conf. Rm. A	8	As Is	\$ -0-	\$10.00/hr.	\$15.00/hr.	\$ -0-	\$20.00/hr.	\$30.00/hr.
LEC Conf. Rm. B	8	As Is	\$ -0-	\$10.00/hr.	\$15.00/hr.	\$ -0-	\$20.00/hr.	\$30.00/hr.
LEC Distance Learning	60 40	Chairs Only Tables & Chairs	\$ -0-	\$13.00/hr.	\$20.00/hr.	\$ -0-	\$26.00/hr.	\$40.00/hr.
LEC Gym			\$ -0-	\$34.00/hr.	\$50.00/hr.	\$ -0-	\$67.00/hr.	\$100.00/hr.
Custodial Services **			\$ -0-	\$28.18/hr.	\$28.18/hr	\$ -0-	\$28.18/hr	\$28.18/hr
Maintenance ** (Snow Removal)			\$ -0-	\$38.46/hr.	\$38.46/hr	\$ -0-	\$38.46/hr	\$38.46/hr

* Licensed and approved lifeguards must be provided. A list of approved lifeguards is available upon request.

** Effective rates for events during 2011-2012.

RESA-19-Rental Agreement.doc