



School District of the City of Saginaw
550 Millard Street
Saginaw, MI 48607
(989) 399-6500

Rental Application
(# for Saginaw Public School Facilities)

Name of Building: _____
Space Requested: _____
Purpose (building to be used for): _____
Date(s): _____
Hours to be Used: _____
Sponsoring Organization: _____
Chaperoned By or in Charge of: _____
Contact Telephone Number: _____ No. of Participants: _____
No. of Spectators: _____ Admission Charge? _____ Amount: _____
Security Services Needed? _____ Y/N _____ Number _____
Custodian Services Needed? _____ Y/N _____ Number _____
Technical Services _____ Y/N _____ Sound Systems: _____ Y/N _____

The undersigned, the organization and those in attendance agree to reimburse the School District for loss or damage sustained as a result of occupancy.

The undersigned, the organization and those in attendance release the School District from all liability for injury, loss, and damage to persons or property arising out of or in connection with the use of occupancy of the premises, including but not limited to actual attorney fees in the event of suit or claim.

The undersigned, the organization and those in attendance agree to indemnify, defend and hold harmless the School District, its employees, agents and assigns as well as release us from liability.

The undersigned, the organization and those in attendance agree to abide by the rules and regulations required by the School District governing use of school property.

It is understood that absolutely no smoking nor alcoholic beverages are permitted on any school premises.

Permit not paid prior to scheduled date will be cancelled.

If cancellation is not made three (3) days prior to the event, the amount will not be refunded.

It is understood that there may be _____ **charge** for use of the above facility, once approved the District will notify the applicant of the appropriate charges.

Name of Applicant (please print): _____
Signature: _____
Contact Telephone Number: _____ Alternate Contact Number: _____
Address: _____ City: _____ State: _____ Zip Code: _____

PLEASE PRESENT THE COMPLETED PERMIT TO THE SUPERVISOR OF THE BUILDING FACILITY BEING USED

Approved By: _____ Date: _____ FOR OFFICE USE ONLY
Building Principal/Supervisor



School District of the City of Saginaw
Instructions for Rental of District Building/Property

Application – If you wish to rent a District Building/Property, you must first complete an Application Form. You can obtain the form online at the Saginaw Public Schools website www.spsd.net under the Facilities Department tab or from the Saginaw Board of Education, 550 Millard Street, Saginaw, MI 48607. All questions on the form must be answered (except Additional Services and Custodian Services). Please allow three (3) weeks to process your application request and issue a permit. **NOTE: Saginaw Public Schools’ sponsored building events will take priority over rental agreements.**

Once your application is submitted to the Secondary Curriculum & Instruction, Facilities & Athletic Department, it will be reviewed and the requested date verified for availability.

If approved, a letter will be sent to you explaining what the total cost will be to use the Building/Property. This fee must be paid, in full, ten days in advance of the event or a permit will not be issued. Upon receipt of payment, a permit will be issued. You will not be able to use the District Building/Property without a permit. You will be contacted if we require waivers or insurance coverage for your event. You will also be contacted if your application is denied.

	ADULT GROUPS**			SPS STUDENT GROUPS**		
	<u>Evening</u>	<u>Saturday</u>	<u>Admission Charged</u>	<u>Evening</u>	<u>Saturday</u>	<u>Admission Charged</u>
<u>Gymnasium</u>						
Elementary (K-5)	\$45 per hr	\$60 per hr	\$70 per hr	\$23 per hr	\$30 per hr	\$35 per hr
Middle School & K-8	\$60 per hr	\$75 per hr	\$100 per hr	\$30 per hr	\$38 per hr	\$50 per hr
High School	\$95 per hr	\$115 per hr	\$140 per hr	\$48 per hr	\$58 per hr	\$70 per hr
<u>Auditoriums</u>						
Middle School	\$110 per hr	\$110 per hr	\$110 per hr			
High School	\$160 per hr	\$160 per hr	\$160 per hr			
<u>Classrooms</u>	\$40 per hr	\$60 per hr				
<u>Cafeteria</u> (Seating and Serving Line)	\$40 per hr	\$60 per hr				
<u>Cafeteria & Kitchen</u>	\$60 per hr	\$80 per hr				
<u>Personnel*</u>						
Custodial	Monday – Saturday	\$41.25 per hr				
Security	Monday – Saturday	\$36.60 per hr				
Hostess	Monday – Saturday	\$21.00 per hr.				
Technical Services	Monday - Saturday	\$40.00 per hr.				
Sound Systems	Monday – Saturday	\$25.00 per hr.				

*Personnel wages are in addition to rental rates.

**The District reserves the right to review and modify rates as needed.

Events with 0 to 200 participants will require one (1) custodian and one (1) security person, over 200 participants will require two (2) custodians and two (2) security persons.

The above rates do not include technical lighting staff, if required.

High School Stadiums are not available for rental unless authorized by the Superintendent or his designee.

All questions regarding building rental should go to:

Ms. Vanda Strode
 Executive Assistant
 (989) 399-6510 or vstrode@spsd.net