

LANSING CHRISTIAN SCHOOL

3405 Belle Chase  
Lansing, MI 48911  
517-882-5779

FACILITIES RENTAL AGREEMENT

This short term lease agreement between Lansing Christian School Association (Lessor) and \_\_\_\_\_ (Lessee). In consideration of the rental rate Lessor grants to Lessee permission to use the following space for the purpose and dates as shown:

Date(s) of use: \_\_\_\_\_

Hours of use: \_\_\_\_\_ to \_\_\_\_\_ Program time: \_\_\_\_\_

**All other specifics of use to be filled out on the Facilities Use Request Form which must accompany this agreement.**

*If kitchen is requested for food preparation, notification must be made to Laurie Iversen at 882-5779, ext. 105.*

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Rental Rate: \$ \_\_\_\_\_ per hour X \_\_\_\_\_ hours  
\$ \_\_\_\_\_ per game  
\$ \_\_\_\_\_ custodian fee  
Total \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_ **Due within 20 days of Agreement**

Balance Due \$ \_\_\_\_\_ by Date \_\_\_\_\_

Lessee understands and agrees to enforce the Lansing Christian School facilities tobacco-free, alcohol-free, and sign policies which apply to facility use under this agreement.

Lessee agrees to indemnify, defend, and hold harmless the Lessor and its related parties from and against all claims, demands, expenses and loss due to injury to any person or damage to any property arising from Lessee's use of the facilities, excepting only such injury or damage arising out of the Lessor's sole negligence.

Lessee agrees to provide and maintain liability insurance during the dates of rental for claims arising out of bodily injury and/or property damage with limits not less than \$500,000. Lessee shall provide a certificate of insurance at time of final payment. Unless the Lessee is a private individual using the facility for non-commercial purposes, Lansing Christian School Association shall be additional insured on said insurance.

Lessee will reimburse the Lessor the cost to repair or replace any property or equipment which is damaged, altered, defaced, lost, or stolen while in the possession of the Lessee.

\_\_\_\_\_  
Signature of Lessee Date

LCS Office Use Only

Date Confirmed: \_\_\_\_\_

Custodian: \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_

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FACILITIES USE REQUEST

Date of event: \_\_\_\_\_ Date of request: \_\_\_\_\_

Person placing request: \_\_\_\_\_ phone # \_\_\_\_\_ email \_\_\_\_\_

Person in charge at event: \_\_\_\_\_ phone # \_\_\_\_\_ email \_\_\_\_\_

Type/name of event: \_\_\_\_\_ Size of group: \_\_\_\_\_

Time of event: \_\_\_\_\_ Other times areas may be unavailable due to presence of setup equipment: \_\_\_\_\_

Time setup needs to be completed: \_\_\_\_\_ Time teardown may begin: \_\_\_\_\_

Areas of the school being used:  main gym  auxiliary gym  commons  music room  baseball field  
 softball field  soccer field  other \_\_\_\_\_

School equipment needed:  table(s) (#) \_\_\_\_\_  chairs (#) \_\_\_\_\_  power  platforms  podium  
 band shells  risers (#) \_\_\_\_\_  curtains  other (please specify) \_\_\_\_\_

Technology:  sound system  microphone(s)  lighting  other (please specify) \_\_\_\_\_

Is set-up to be done by: person requesting  yes  no  other (please specify): \_\_\_\_\_  
school personnel  yes  no What exactly is needed: \_\_\_\_\_

What set up style is needed?  theatre  classroom  herringbone  square  u-shaped  rounds  
 Other (please specify) \_\_\_\_\_

Teardown will be done by:  person in charge of event  volunteers  school personnel

Classroom teachers displaced by event (if known): \_\_\_\_\_

MAIN OFFICE USE ONLY

Administrator approval of event: \_\_\_\_\_ Date: \_\_\_\_\_

Placed on facilities calendar (and others as appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

Janitor needed:  no  yes – whom \_\_\_\_\_

Schedule adjustments: \_\_\_\_\_

Other individuals/groups displaced by setup/teardown: \_\_\_\_\_

Copies to: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director  Elementary Principal  High School Principal  Head Custodian  Person Requesting  
 Teacher(s) displaced by event  lighting/sound  technology