

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, [] media center, [] music room, [] baseball field, [] youth baseball field, [] HS soccer field, [] Elementary soccer field, [] Elementary playground, [] other
School equipment needed: [] round tables # _____, [] rectangular tables # _____, [] chairs # _____, [] power, [] platforms, [] podium, [] band shells, [] risers # _____, [] curtains, [] moveable walls, [] other
Technology: [] data projector, [] wifi access, [] other
Sound: [] sound system, [] microphone(s), [] other
Lighting: [] lighting, [] other

Do you need a support person to run the technology? ? [] yes [] no requested person _____

Do you need a support person to run the sound? [] yes [] no requested person _____

Do you need a support person to run the lighting? [] yes [] no requested person _____

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 _____ Date: _____

Copies to:

[] Athletic Director [] Elementary Principal [] High School Principal [] Head Custodian [] Person Requesting

[] Teacher(s) displaced by event [] lighting/sound [] Technology Director