

BOARD OF EDUCATION

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ST. IGNACE AREA

SCHOOLS

(906) 643-8145

FAX (906) 643-0247

W429 Portage Road, St. Ignace, Michigan
49781

ADMINISTRATION

Donald P. Gustafson, Superintendent
Gregg Fettig, High School Principal
Kari Visnaw, K-8 Principal

LaSalle High School – 643 8800

Middle School – 643 7822

Elementary School – 643 8500

BUILDING USE RULES AND REGULATIONS

1. By signing this form the person listed as “Person Responsible” agrees to accept responsibility for the group both during and after the activity. It is your responsibility to make sure **all children** (if applicable) **are picked up before you leave the premises.**
2. Young children must be under the supervision of parent, teacher, or adult chaperones **at all times.** Children are **not** allowed to be in the halls unattended or on the stage.
3. All equipment used must be left in its proper place.
4. Use of matches or other flammables is not permitted. Smoking is **prohibited** on the school grounds.
5. The organization agrees to compensate for any damages resulting from the use of the school property in such amount as may be determined by the Board of Education.
6. In **no case** will alcoholic beverages, liquor, or drugs be permitted on school property. No person shall be permitted in a school building when he/she appears to be under the influence of alcohol or drugs.
7. It is the responsibility of the requesting organization/group to provide proper supervision.
8. In the event the school kitchen is needed, the school’s cook or designee will check in with the organization before and after the event and will be paid directly by the requesting organization.
9. When a large amount of garbage is left, a fee of \$50 will be paid by the requesting organization/group to be put toward the cost of emptying the dumpster.
10. The use of school facilities during hours when no custodian is regularly scheduled may require one present. If a custodian is needed, **all costs will be paid by the requesting organization/group.**
11. St. Ignace Area Schools reserves the right to cancel group or organizational use if the facility assigned is needed for a school sponsored function.

Fees

Classroom - \$25	Kitchen - \$30	Library - \$50	Stage - \$50
Cafeteria - \$50	M.S. Gym - \$75	H.S. Gym - \$100	Overnight – \$3 per person
Group for profit 10% of income per use		Garbage - \$50	Projector - \$50
Chairs - \$50 deposit	Tables - \$150 deposit	Screen - \$15	Bus - \$50 use fee, \$1.75/mile
P/A - \$50	School Cook - \$25/event	Custodian - \$30 an hour	Bus Driver - \$15/hour

Applicant’s Signature _____ **Date** _____