

# **Warren Woods Public Schools**

## **Building Use Rules & Regulations**

## Index

<b>Guidelines</b>	
Athletic.....	7
Auditorium.....	10
General.....	3
Pool.....	10
Religious.....	11
Voting Precincts.....	11
<b>Hold Harmless Agreement.....</b>	<b>17</b>
<b>Instructions</b>	
Permit Form.....	12
Permit Form Example.....	13
<b>Liability Insurance</b>	
Requirements.....	16
<b>Payment Process.....</b>	<b>14</b>
<b>Rental Rates.....</b>	<b>15</b>
<b>User Classification</b>	
Athletic Fields.....	9
General.....	5

## **Rules Governing the Use of Facilities**

“Use of School Facility Contract” can be obtained at each building’s administration office and must be submitted at least thirty (30) days before the proposed date of use. Facility use may also be processed through the Building Use Coordinator. A facility use contract must be completed and approved for each event.

1. All contracts are subject to review and cancellation by the Superintendent of the district. The review shall be based on the best interest of the students, community, and school district.
2. During normal school hours no contracts will be issued for activities that would be incompatible with the instructional purposes or directly related activities of the school district.
3. A school employee shall be on duty whenever any part of the building or facility is used.
4. Proper supervision shall be the responsibility of the group using the school facility. If necessary, police protection may be required to ensure protection of the school property and enforcement of these rules and regulations.
5. Decorations are permitted only with approval of the building administrator. Only materials acceptable to the fire marshal may be used. Under no circumstances are any materials to be used on floors or other parts of the buildings without the approval of the school employee on duty.
6. Do not block fire doors, means of egress or block or tamper with any fire protection apparatus.
7. To protect the community’s investment, the District requires the following:
  - a. Return furniture to original locations
  - b. Leave school writing on white/chalk boards undisturbed
  - c. Erase whiteboards if vacant sections are used
  - d. Be respectful of a teacher’s desk and materials
  - e. Materials and equipment in the area should be left undamaged
  - f. Clean up the area after use, including table tops and floors
  - g. Close windows and turn off lights upon leaving
  - h. Place all waste in the proper receptacle
8. Accidents can happen. If damage occurs, please report it promptly to the custodian on duty. Users are held responsible for damage.
9. The user is not to use or operate any school equipment other than that specified in the contract.
10. Any furniture or equipment that needs to be moved should be done so by custodial staff only.

11. In case of medical or other emergency situations, please notify the custodian or building administrators on duty, and they will take a report of the incident.
12. Groups are responsible for providing all supplies and materials necessary.
13. If schools are closed due to bad weather, all scheduled building activities and outdoor facility use are also canceled. Consult a radio, TV or the District website for notification of cancellation.
14. No running or playing in hallways or restrooms. Do not open hallway lockers or enter open classrooms.
15. The use of district telephones by user groups is prohibited unless the building administrator grants permission on the building use form. If granted, the group agrees to reimburse the school district for any charges incurred.
16. Smoking in a school building or on school property is strictly prohibited by law (Section 333.12604).
17. Alcoholic beverages are not permitted on school property. Anyone who appears to be under the influence of alcohol will be denied access to a school facility.
18. Guns, weapons, or guard dogs are not allowed in any school building or on any school property without prior written permission from the Superintendent/designee. (Government law enforcement officers are exempt; private security guards are not exempt.)
19. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds, or equipment is prohibited.
20. Commercial advertising is prohibited.
21. Sub-leasing or shared use is prohibited.

The Warren Woods Public Schools District will attempt to satisfy all building use requests. However, due to scheduling conflicts it may become necessary to move your meeting location to another area within the school or school district.

# Warren Woods Public Schools – General Classification of Users

This does not pertain to Athletic Field use.

It is the policy of the Warren Woods Public Schools to make school facilities available to the residents of the school district within established regulation intended for the protection of the interest and property of the school district. School facilities are available via the following priority:

## **Group 1 (School and Government Affiliated Organizations)**

The following groups within Warren Woods Public Schools may use the school facilities with approval. Events under this designation are not subject to facility fees. Any personnel costs incurred to WWPS for the event will be billed accordingly, unless the Superintendent or an authorized designee waives them. Qualifying groups encompass members of our student body and staff, sponsors, classes, athletics, clubs, etc., including the following:

WWPS Staff (for professional use)	Children’s Programs
WWPS Education Foundation	Adult Education
WWPS Employee Associations	Voting Precincts
School Committees	

These groups will not be charged for any facility fees unless it seems necessary by the Superintendent.

## **Group 2 (Parent and Student Affiliated Organizations)**

At least 60% of the members/participants of a parent and student affiliated organization must be students that currently attend Warren Woods Public Schools and/or parents of a student that currently attends Warren Woods Public Schools. Some of these groups include:

AAU Basketball Groups	Booster Clubs
PTC’s	
Boy Scouts & Girl Scouts – (Regular weekly meetings are exempt)	

These groups will only be charged for facility use if they are using the facility outside of normal business hours. However, if they are using the facility to raise funds for use by students in the building or school district, the charge may be waived after consultation with the Superintendent or designee. Certificate of Liability Insurance or waivers will be required when submitting a School Facility Contract (see “Liability Insurance Requirements”).

**Group 3 (Community Organizations)**

To be considered a community organization at least 60% of the members/participants of the organization shall be residents of the Warren Woods Public Schools. The School district may require a membership list of names, addresses, and phone numbers of all members as verification. Some of these groups include:

- |   |                          |
|---|--------------------------|
| Little League   | T-ball                   |
| Kiwanis   | Good Fellows             |
| Lions   | Municipals               |
| Neighborhood Groups   | Non-Profit Organizations |
| Churches/Religious Education Classes                                      |                          |
| Charitable Organizations – (to qualify IRS 501c3 paperwork must be filed) |                          |

Once the 60% resident status is proven, these organizations may be charged at a lower rate upon approval of the Superintendent or his/her designee. Certificate of Liability Insurance or waivers will be required when submitting a School Facility Contract (see “Liability Insurance Requirements”).

**Group 4 (Non-Community Organizations)**

This group includes all other organizations or groups not listed above, except those for profit. However, 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. A fee for use is charged as set forth in the attached fee schedule. Certificate of Liability Insurance or waivers will be required when submitting a School Facility Contract (see “Liability Insurance Requirements”).

Warren Woods Public Schools Auditoriums are the only facilities that may be used by profit organization to generate revenue or profit.

## **Athletic Field Rules and Regulations**

An event manager representing WWPS and having authority to make decisions on its behalf must be present. The following rules and regulations are set to preserve our stadiums and fields:

1. All organizers or sponsors are responsible for their groups' behavior.
2. Only molded cleats; screw in style football, soccer, lacrosse cleats; turf shoes; or sneakers may be worn on the field.
3. No Gatorade/Powerade or any other drink supplement can be consumed, as it will stain the turf.
4. No gum, sunflower seeds may be used during event.
5. Smoking in a school building or on school property is strictly prohibited by law (Section 333.12604).
6. No food or drinks will be allowed in gym or weight room.
7. In no case will alcoholic beverage be permitted on school property. No person shall be permitted on school grounds that appear to have partaken of alcoholic beverages.
8. Any damage, accidental or otherwise of school property, must be reported immediately to the Athletic Director at (586) 439-4566.
9. When leaving, all doors & windows are to be locked and all lights are to be shut off.
10. When submitting field permit request a team roster (players name, address and school attending), field guidelines & certificate of insurance must be included or the permit will be denied.
11. It is the responsibility of the teams using the fields to ensure that all fields are in the same condition as when the team arrived including lining, raking & dragging of the fields.
12. Trash must be removed from fields prior to departure, or the cost of pick up will be allocated to the applicant.
13. Bases are not provided by the school district. All bases must be brought by the teams for their games/practices and removed from school property when done.
14. The district will maintain grass according to district standards.
15. Colleges, universities and other educational institutions, when using school facilities to teach classes not directly requested by Warren Woods Public School for WWPS employees, will pay a rental charge as listed on the rate schedule.
16. Porta Johns may be brought in with district approval and at the applicants cost.
17. Use of field lighting will not be permitted.

18. Uses of field bathrooms & concessions are by permit only. Additional fees will apply if use is requested & granted.
19. Food service personnel, certified food service sanitation manager or temporary Health Department License must be obtained whenever a user group is serving food.
20. All vehicles must be confined to designated parking areas and are not permitted on or adjacent to fields.
21. Teams must confirm all make-up game dates with the Athletic Director and Maintenance Director prior to rescheduling the game. All requests must be made no less than 72 hours prior to the date requested.

Violation of these rules and regulations or failure to pay invoiced amounts may prevent the approval of future applications for use of fields and/or may cause existing permits to be revoked. Warren Woods Public Schools reserves the right to cancel without notice, any permit for athletic use due to snow days, acts of God, school functions or any circumstances beyond the control of the school district. In the event of such cancellation, the district will not be liable for any damages, which may result and it will refund any fees paid in advance that may remain after any costs incurred up to the time of cancellation. If the district decided the use of an athletic field by a Group 3 user requires that staff of the school district be used for snow or ice removal from its parking lots, the wage and benefit cost will be assessed to the user group at the actual time incurred for the grounds.



## **Athletic Field User Classification**

The purpose of this policy is to establish procedures and fees for the use of school district Athletic Fields. The school athletic fields are established primarily for the purpose of student physical education and district athletic programs for Warren Woods' students. The following shall set forth the priority for use and applicable charges. Group 1 has the highest priority, and group 4, the least.

### **Group 1 (School Affiliated)**

Group 1 consists of teams operated and organized through Warren Woods Public Schools and comprised of Warren Woods' students. Programs in this group include Warren Woods Physical Education and Athletic programs. No charge for use of facilities is made.

### **Group 2 (Local Municipalities)**

Group 2 are programs organized by in-district community programs. Comprised of at least 75% Warren Woods' students. Programs in this group include municipalities within the Warren Woods School District. No charge for use of facilities is made unless it is determined by the Athletic Director that the program is seeking profit. Certificate of Liability Insurance or waivers will be required when submitting a School Facility Contract (see "Liability Insurance Requirements").

### **Group 3 (Community Teams)**

Group 3 includes organizations not meeting criteria for Groups 1 & 2. The group must be comprised of 60% or more Warren Woods students. Field use is intended for not for profit organizations. Any organization deemed to be profit seeking shall either be denied or charged additional fees and will fall under Group 4. Programs in this group include sport teams, clinics and/or camps not organized and/or operated by Warren Woods Public Schools. Charge will be applied for use of fields according to the fee schedule. Certificate of Liability Insurance or waivers will be required when submitting a School Facility Contract (see "Liability Insurance Requirements").

### **Group 4 (Non-Community Teams)**

Organizations not meeting criteria for Groups 1, 2 or 3 will fall into Group 4. Field use is intended for not for profit organizations. Any organization deemed to be profit seeking should either be denied or charged additional fees. Charge will be applied for use of fields according to the fee schedule. Certificate of Liability Insurance or waivers will be required when submitting a School Facility Contract (see "Liability Insurance Requirements").

## **Auditorium and Pool Specific Rules and Regulations**

### Auditorium Specific Rules

1. No food or drinks are allowed in the auditorium at any time.
2. Only properly trained school personnel will operate lighting, sound, projection, and stage equipment.
3. Specific equipment needed (microphones, grand piano, risers, etc.) must be requested at the time of application.

### Regulations for the Use of School District Swimming Pools

1. Individuals or groups will not be allowed the use of a swimming pool without the service of qualified lifeguards and locker room attendants.
2. No underwater equipment shall be used except with the permission of the Facilities and Operations Director for the Warren Woods Public Schools.
3. Persons using any swimming pool shall conform to the health regulations established by the Board of Education and as administered by the lifeguard or instructor.
4. No employees may swim alone at any time. A certified lifeguard must be present if any employee is swimming in the pool. Non-compliance with this rule will result in disciplinary action.

## **Use of School Facilities by Organized Religious Groups**

Organized religious groups for the purpose of religious instruction may use regular class facilities, without charge after regular school hours on days when a custodian is normally on duty. A rental charge will be in effect on days when a custodian is not on duty at the Saturday/Sunday rate for the Group “3” classification, provided the following conditions are satisfactorily met and approved by the building administrator:

1. Trained adults would be in charge of each room.
2. A church leader or teacher is assigned to the building to supervise the program.
3. All displays, bulletin boards, and room seating arrangements shall not be disturbed.
4. Personal or school equipment shall not be used without prior approval.
5. Any violation or deviation of the above conditions shall be just cause for the cancellation of the Building Use agreement.

## **Use of School Facilities as Voting Precincts**

The Board of Education shall make the public school facilities available to local units of government for voting precincts, subject to the following conditions;

1. The local units of government shall be billed for extra services rendered by school employees necessitated by the election.
2. Building administrators prior to election days must approve activities in the locations used as voting precincts. This does not include normal school programs.
3. All fire lanes and driveways that are considered fire lanes shall be kept free of parked cars.
4. Election officials shall provide adequate supervision to see that the public abides by the rules and regulations of the Michigan State Bureau of Elections.

## Use of Facilities Form – Instructions

When reviewing these instructions, please reference the “Use of School Facility Contract” example on the next page.

- Item #1:** Fill in the name of the organization that will be using your facility.
- Item #2:** Fill in the date that the request is made for use of your facility.
- Item #3:** Fill in the name of the applicant that is representing the organization. This individual will be used as the contact for the organization.
- Item #4:** Fill in the applicant phone number. This is needed to contact the applicant if more information is needed.
- Item #5:** Fill in the applicant email, if the applicant prefers notification by email. This is used to send forms and documents.
- Item #6:** Fill in the billing address for the organization.
- Item #7:** Make sure that when the form is submitted, the requested building is filled in.
- Item #8:** Circle the group type that pertains to the organization renting your facility. Please refer to the “Classification of Users” (page 5) to complete this section.
- Item #9:** Fill in the purpose for the event, or what the event entails.
- Item #10:** Fill in the estimate of how many people will be attending the event listed for “Item #9”.
- Item #11:** Enter the name of the room/facility that will be used, the date or dates on which it will be used, as well as the open and close times of the event.
- Item #12:** The applicant, whose name is listed for “Items #3” must sign and date the contract.
- Item #13:** This section is strictly for the WWPS Staff.

**WARREN WOODS PUBLIC SCHOOLS**  
 12900 Frazho, Warren, MI 48089  
 Phone: 586 439-

**USE OF SCHOOL FACILITY CONTRACT**

Name of Organization: **(1)** \_\_\_\_\_ Date of Application: **(2)** \_\_\_\_\_

Applicants Name: **(3)** \_\_\_\_\_

Phone Number: **(4)** \_\_\_\_\_ Email Address: **(5)** \_\_\_\_\_

Mailing Address: **(6)** \_\_\_\_\_

Building Requested: **(7)** \_\_\_\_\_ Group Type (circle one) **(8)** 1 2 3 4  
Please View Coordinating Price Schedule Attached

Purpose of Use: **(9)** \_\_\_\_\_ Estimated Attendance **(10)** \_\_\_\_\_

**(11)**

Room/Facility:	Date(s):	Time Open:	Time Close:	Special Instructions:

**SPECIAL INSTRUCTIONS:**

All estimated fees are due 10 days prior to event along with Certificate of Liability Insurance, if required. Send all payments to **Warren Woods Public Schools, Attn: Business Office, 12900 Frazho, Warren, Michigan 48089.**

In signing this form, I certify that I have read the Warren Woods Public Schools Facility use document that is attached to this form. I agree to strictly observe these guidelines and I accept responsibility for the enforcement of them. I agree to protect the premises and indemnify the District for any damage due to occupancy of the building covered by this permit. I understand and agree that this permit may be revoked or canceled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this permit. Liability: As user, I agree to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement.

**(12)** \_\_\_\_\_  
 Applicants Signature

\_\_\_\_\_ Date

**(13)** For WWPS Office Use Only:  
 FS Direct

## **Payment Process**

The applicant is responsible for payment of all charges associated with the group's use of facilities/sites. Customers receive a reservation confirmation, which includes an estimate of charges. Checks should be made payable to Warren Woods Public Schools.

75% of the estimate will be due fifteen (15) business days prior to the event. Additional fees associated with the event are due upon receipt of the invoice.

Any other special payment considerations must be submitted and approved by the Business Manager or an appointed designee.

General Information – Hourly rental fees and personnel fees are charged to all users at established rates for a given year. For large events, the building administrator and the facility director will determine the appropriate quantity of personnel. Rates are subject to change without notice. Please refer to rate schedule on the following page.

Notifications of cancellation must be submitted to the Building Use Coordinator.

Cancellation fees are as follows:

- All cancellations are subject to a 5% processing fee.
- Cancellations 45 days prior to event or less are subject to a 15% fee.
- Cancellations 48 hours prior to event or less will be charged the full rental fee and personnel fees.

Non-payment of fees within thirty (30) days after invoice will result in the loss of facility use privileges.

Payments outstanding at the close of the school year are subject to referral to a collection agency.

The Business Manager may negotiate contracts for large volume users to benefit the school district. Flat fees may apply to certain events in order to cover costs incurred by Warren Woods Public Schools.

All fees charged for Use of School Facilities are to be remitted to the Business Office.

### Group 3 Discounted Rental Rates

Full Auditorium at Warren Woods Tower, Middle School,  
or Little Theatre (1,005 people max):

Stage Front	80.00	<i>Per Hour</i>
Half Stage	80.00	<i>Per Hour</i>
Full Stage	95.00	<i>Per Hour</i>

Only reduced rates are listed above, please see “Group 4 Rental Rates” for other charges.

### Group 4 Rental Rates

Full Auditorium at Warren Woods Middle School (1,005 people max):

Stage Front	220.00	<i>Per Hour</i>
Half Stage	230.00	<i>Per Hour</i>
Full Stage	240.00	<i>Per Hour</i>

Full Auditorium at Warren Woods Tower High School (500 people max) or  
Little Theatre at Warren Woods Middle School:

Stage Front	185.00	<i>Per Hour</i>
Half Stage	190.00	<i>Per Hour</i>
Full Stage	195.00	<i>Per Hour</i>
Monitor System/Projection Screen	50.00	<i>First Night</i>
	25.00	<i>Each Consecutive Night</i>
Follow Spots	35.00	<i>Per Spot</i>
Middle School Dance Floor	50.00	<i>Per Day</i>
Grand Piano	90.00	<i>Per Day</i>

Swimming Pool:

Swim Meets	70.00	<i>Per Hr (2hr minimum)</i>
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School Buildings:

Elementary Multi-Purpose Room	60.00	<i>Per Room/Per Day</i>
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Secondary Buildings:

Cafeteria	35.00	<i>Per Hr (2hr minimum)</i>
Gymnasium	20.00	<i>Per Hr (2hr minimum)</i>
Athletic Fields	80.00	<i>Per Hr (2hr minimum)</i>
Gymnasium with Locker Room	30.00	<i>Per Hr (2hr minimum)</i>
Hawthorne Community Center	50.00	<i>Per Hr (2hr minimum)</i>
Athletic Fields MS baseball/softball	35.00	<i>Per Hr (2hr minimum)</i>
Projection Screen	40.00	<i>Per Event</i>
Library	35.00	<i>Per Hr (2hr minimum)</i>
Gym Helpers (Scoreboard/Microphone)	100.00	<i>Per Event</i>

Classrooms:

Rental (Includes utilities charge)	40.00	<i>Per Hr (2hr minimum)</i>
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Restoration:

	100.00	<i>Per Day</i>
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Custodian Charges - Per Custodian

Monday through Saturday	70.00	<i>Per Hour</i>
Sundays and Holidays	90.00	<i>Per Hour</i>

Booking Fee

Nonrefundable	50.00	<i>Per Booking</i>
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## Certificate of Liability Insurance

The use of district facilities by outside groups may involve meeting rooms, multipurpose rooms, gymnasiums, athletic fields, auditoria, or other buildings owned by the district. A Certificate of Liability Insurance is due fifteen (15) business days prior to use for Groups 2, 3 & 4.

The following are the insurance requirement for outside groups using the Warren Woods Public Schools facilities:

The district should be named as “additionally insured,” (see below).

The Certificate of Liability Insurance must include General Liability coverage with a minimum of liability of \$1,000,000 per occurrence and/or aggregate for personal injury, bodily injury, and property damage, including products and completed operations and contractual liability.

03/10/2009 Tue 10:34 ARMS Insurance Agency, Inc. 616 954 9855 ID: #5295 Page 2 of 3

ACORD CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 03/10/2009	
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED		INSURERS AFFORDING COVERAGE	NAIC #		
INSURED A:		INSURER A:			
INSURED B:		INSURER B:			
INSURED C:		INSURER C:			
INSURED D:		INSURER D:			
INSURED E:		INSURER E:			
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
FORM NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE/AMEND/COV.	POLICY EXPIRES DATE/AMEND/COV.	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GENL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PERIOD <input type="checkbox"/> LOC.				EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTALS \$1,000,000 MEDICAL EXP. \$500,000 PERSONAL & ADJ. INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS, COMP. & ADD. \$1,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SO-SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				UNINSURED SINGLE LIMIT \$ UNINSURED MULTIPLE LIMIT \$ BODILY INJURY \$ PROPERTY DAMAGE \$
	MARINE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
	RECREATIONAL LIABILITY OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPERTY OR PARTNERSHIP EXCLUSIVE OFFICERS AND DIRECTORS EXCLUSIVE IF YES, SPECIFY A CODE SPECIAL PROVISIONS/OTHER				<input checked="" type="checkbox"/> WC STATE <input type="checkbox"/> DISA <input type="checkbox"/> OTHER BENEFIT E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Warren Woods Public Schools are listed as Additional Insured.					
<b>CERTIFICATE HOLDER</b> Warren Woods Administrative Center 12900 Frasho Rd Warren, MI 48098			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING WRITER WILL endeavor to MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPROVE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ISSUER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <MEH>		

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## **Hold Harmless Agreement**

The applicant, further known as “The Organization,” hereby agrees to hold harmless and indemnify Warren Woods Public Schools, its officer, agents and employees from any and all claims, losses, actions, suits, judgment, attorney fees, costs and liabilities regardless of merit, arising from injury to persons, including death, or damage to property which may hereafter be asserted by any person, corporation or other entity against the Warren Woods Public Schools. Any acts, transactions or occurrences arising during the use of Warren Woods Public Schools facilities by the aforesaid organization to the extent of liability coverage’s provided under separate cover by said organization and which claims, losses, actions, suits or judgments arise from negligence, through commission or omission of The Organization, its designated agent, servant or employees only.

It is expressly agreed and understood that The Organization is not responsible for the acts or failures of action of the employees of the Warren Woods Public School, defects in design and/or maintenance of the facilities and claims, losses, injuries, actions, suits or judgments there from, nor is The Organization responsible for Worker’s Compensation benefits or otherwise to the employees of Warren Woods Public School, such responsibility remaining with Warren Woods Public Schools.

By signing the contract the applicant is agreeing that he/she has read the Hold Harmless Agreement, rules and regulations governing the Use of Facilities at Warren Woods Public Schools including the payment process and I will abide by them to the best of his/her ability.