



501 Marshall Street
Lansing, Michigan 48912
Phone: 517 267 2112
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FACILITIES RENTAL INFORMATION

Thank you for your interest in using the facilities of Lansing Catholic High School for your upcoming event(s). We are looking forward to working with you and your organization. Applications for building/facility use can be submitted to the Athletic's Office.

The school office is open from 7:30 am-3:30 pm Monday through Friday during the school year and from 9:00 am-1:00 pm when school is not in session over the summer.

Facility use customers should note the following:

- 1) Facility use customers will be billed for hours that have been contracted.
- 2) Additional billing will be done if facility usage exceeds the contracted hours.
- 3) For all events, charges start at arrival to the facility and end when the facility has been locked. Please note: You are responsible for returning the facilities to the way they were presented to you.
- 4) Use of equipment in the concessions, auditorium, and stadium, fields, gym, or press boxes requires school personnel or a member of customers' staff to be trained prior to the event date.
- 5) If your event is scheduled when snow is probable, please be advised that if the parking lot and sidewalks need to be cleared specifically for your event, you will be charged for that service.
- 6) The Athletic Office will work as quickly as possible to process your requests and you will receive notification by email when dates are approved.
- 7) Once your facility use has been approved, payment in full must be made at least seven days prior to the date of your event.
- 8) We require the user to provide a certificate of insurance with a minimum coverage of one million dollars liability naming Bishop Earl Boyea, the Diocese of Lansing, and Lansing Catholic High School as "additional insured", **or**, that user purchases Special Events Insurance through Michigan Catholic Conference (\$100 per day, 517-372-9310).
- 9) If you have requests for equipment made after your use of the facility has been approved, it is your responsibility to contact the Athletic Office at least 3 days prior to the event.
- 10) The party signing the contract must contact the Athletics Office on ALL cancellations. Cancellations must be in writing at least 72 hours prior to the scheduled event. The Facilities Office may assess fees reflecting all costs incurred by the cancellation. Please note, under special circumstances, your event may be canceled or moved as a last resort due to a school scheduling conflict or severe weather.
- 11) In case of an emergency during your event, please contact the staff member on-site for your event and call 911 if appropriate (police, fire/ambulance).

SUBMISSION OF THIS FORM DOES NOT ASSURE FINAL APPROVAL OF YOUR REQUEST

Lansing Catholic High School functions take priority over all other facility uses. Non-school events may be rescheduled or relocated with little or no advance notice to facilitate school use. Events and activities will not be scheduled during winter break, spring break, and student-led conferences. Some rooms are available for use only by LCHS or Catholic groups.

- Please note: gym use is EXTREMELY LIMITED November through March.

The individual signing this agreement (whether or not on behalf of an organization or group) accepts full responsibility and agrees to pay for any damage to the facility and/or equipment during the times the building is used during your contractual time. Users are subject to all applicable federal and state laws, as well as Lansing Catholic and Diocese of Lansing policies. Alcoholic beverages and the use of tobacco products on school property are strictly prohibited. All Lansing Catholic property is a smoke-free environment by law.

Request Form

*** Please submit this form to facilityrental@lansingcatholic.org and a Certificate of Liability Insurance when completed. We will get back to you as soon as possible - LCHS Athletics ***

Date Requested	Facility Requested	Time Requested	Total Cost

****Time starts at arrival to the facility, and ends when the facility has been locked****

I certify that I am authorized to represent the business, organization, or individual named below and will agree to abide by the rental terms and conditions outlined in the facility use contract.

AGREE

Printed Name _____ Organization _____

Signature _____ Date _____

Email _____ Phone: _____

APPROVED _____ DENIED _____

Athletic Director _____ Date _____

As a means to develop community partnerships, the administration encourages the utilization of the school building and grounds by properly organized and responsible groups that are consistent with the mission of Lansing Catholic High School and the teachings of the Catholic Church. Such use, however, will not interfere with the daily school/student routine or any school-sponsored activity.

2021-2022 Rental Rates: of Facilities, Fields, & Grounds	
Facilities	Hourly Rates
Auditorium* Capacity 375	\$200 Performance per hour \$100 Rehearsal per hour
Chapel	\$200 fee for clean up
Gym	Game/Events: \$300 for 2 hours / \$100 every additional hour Practice: \$100 per hour
Cougar Stadium	Game/Events: \$500 for 2 hours/ \$200 every additional hour Practice: \$200 per hour
Fields - (Soccer, Baseball, Softball)	Games/Events: \$400 for 2 hours / \$150 every additional hour Practice: \$150 per hour

- Must provide a Certificate of Liability Insurance - If Lansing Catholic property is damaged as a result of your facility rental.

Aerial View of Lansing Catholic High School Buildings and Grounds

