

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

# GRAND LEDGE PUBLIC SCHOOLS REQUEST FOR USE OF FACILITY APPLICATION NON-SCHOOL SPONSORED EVENT

Permit No. \_\_\_\_\_

Group Requesting Use \_\_\_\_\_ # of Grand Ledge Residents \_\_\_\_\_

Person Responsible for Facility Use (User) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City & Zip \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Purpose of Activity \_\_\_\_\_

Activity Day \_\_\_\_\_ Date(s) \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Entrance Time \_\_\_\_\_ Leaving Time \_\_\_\_\_ Program Time \_\_\_\_\_

School/Facility requested \_\_\_\_\_ Room (s) requested \_\_\_\_\_

Special Requests or Equipment Needed \_\_\_\_\_

Coffee Pot(s) \_\_\_\_\_ Coffee Set Ups for \_\_\_\_\_ (# of people)

Projector (Type) \_\_\_\_\_ VCR and Monitor \_\_\_\_\_ PA System \_\_\_\_\_

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_ Other \_\_\_\_\_

Admission Charged? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, amount: \$ \_\_\_\_\_

**AGREEMENT:** The undersigned has read and agrees to follow the rules and regulations governing the use of school facilities and to abide by school rules pertaining to a particular facility. No food or beverages are permitted in the auditorium. The undersigned agrees to pay for any damage to the facility and/or equipment as a result of said use. WHEN SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER OR VACATION TIMES, THE BUILDING MAY NOT BE AVAILABLE FOR USE.

Person Responsible for Facility Use (User) \_\_\_\_\_ Address, City, Zip \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

School Use Only

**HOURLY RATES FOR PERSONNEL**

Computer Technician	\$ _____
Custodian	\$ _____
Food Service Personnel	\$ _____
Lifeguard	\$ _____
Security Guard	\$ _____
Auditorium Technician	\$ _____

**ESTIMATED FEES**

Facility	\$ _____
Equipment	\$ _____
Personnel	\$ _____
Snow Removal	\$ _____
Line/Drag Fields	\$ _____
Application Fee	\$ _____

Estimated Total \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

**INSURANCE REQUIRED:**  Yes  No Comments \_\_\_\_\_

**PAYMENT:** Twenty-five percent (25%) of the estimated amount must accompany this application once approved (\$20 minimum). *Balance of estimated amount due at least 24 hours before event. Additional expenses will be invoiced after the event.* Charges are based on entrance and leaving time. PLEASE MAKE CHECKS PAYABLE TO: Grand Ledge Public Schools.

**PERMIT:** The above named group has made satisfactory arrangement with us; has given sufficient assurance that the specified facility will be properly used and cared for; has made sufficiently detailed plans to indicate an appropriate program; and is hereby given permission to use the facility only during the time and for the purpose specified above, subject to the regulations. It is understood the final payment will be adjusted according to actual use and may vary from estimated fees. Final fees are due within two weeks of billing. *The school reserves the right to revoke the permit for good cause at any time.*

Building Principal approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's designee approval \_\_\_\_\_ Date \_\_\_\_\_

Copies:  User  
 Business Dept. (for invoicing)

Complete this form and submit it to the buildings main office in which use is requested. The building principal will clear the application in regard to their school calendar. The principal shall then forward as indicated. Athletic program areas should be sent to the Athletic Director. Auditorium programs should be forwarded to the Auditorium Coordinator. All other High School use should be forwarded to the H.S. main office. All other building use which is requested for outside an instructional school day should be forwarded to Central Office. Once the approval process is complete, forward copies of the application as noted.