

Harbor Springs Public Schools Request for Facilities Use

School requested: _____ Today's date: _____

Facilities requested (room no. or description): _____

Activity: _____ Activity date(s): _____

Hours: From _____ a.m. to _____ a.m.
p.m. to _____ p.m. Estimated attendance: _____

Organization requesting use: _____

School Event _____ Community Event _____ Profitable Organization _____ Non-Profitable Organization _____

Individual in charge: _____

Address: _____ City: _____ State: _____

Home phone: _____ Work phone: _____ Cell _____

Special requests: custodian, equipment, furniture arrangement, chairs, tables, audio/video etc. PLEASE NOTE: Special equipment and arrangements cannot be guaranteed unless specified five (5) working days in advance of activity date.

I hereby agree that I have read and will abide by the rules and regulations for facilities use set forth by Harbor Springs Public Schools.

Signature of responsible party (required)

To be completed by Community Schools Coordinator if applicable.

Rental fees: (Payable 1 day after activity date) \$ _____

Deposit: (minimum \$25.00- payable BEFORE activity date) \$ _____

Total due \$ _____ Received by _____

Community Schools Request Approval

Approved: _____ Custodian Requested: _____ Denied: _____

Comments: _____

How will access be obtained? _____

Date

Community Schools Coordinator

Updated 6/20/07