**SOUTHFIELD PUBLIC SCHOOLS**

**2017 - 2018**

**APPLICATION/CONTRACT FOR PERMISSION TO USE SCHOOL FACILITIES**

24661 Lahser Rd., Southfield, MI 48033

Phone: 248-746-8531 FAX: 248-746-7731

Please Note: All permits expire on June 30. A new application for the ensuing year must be submitted by the organization after July 1. A 50% DEPOSIT IS REQUIRED AT TIME OF RENTAL WITH BALANCE DUE BEFORE EVENT. ALSO, A $250 CHARGE WILL BE ASSESSED ON ANY PERMIT WHERE EXCESSIVE TRASH/RUBISH IS NOT DISPOSED OF BY THE ORGANIZATION USING THE FACILITY**.**

1. Date(s) needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Include rehearsal time)

Note: *If application is for a regular weekly or monthly meeting, state as follows: e.g. Second Monday of each month, October through May; hours 6 to 9 p.m.*

2. Hours needed: Beginning: \_\_\_\_\_\_\_\_\_\_\_\_\_ Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Include rehearsal time)

3**. School** requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security charges will apply on a case-by-case basis depending on the number in attendance and the type of event.**

**Southfield Public Schools will determine whether security is needed. Decision: \_\_\_\_ yes \_\_\_\_no**

Number of Chairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Tables \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach room setup plan.)

4. **Rooms** requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Organization applying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Purpose of meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. **If any money** is being charged to participants to attend this event, you **must declare the admission charge**.

Amount of admission to be charged \_\_\_\_\_\_\_\_\_Parking\_\_\_\_\_\_

How is this money collected; before the event\_\_\_\_\_ or at the door \_\_\_\_\_?

Concession Stand (Must present temporary Michigan Health Certificate) \_\_\_\_\_\_\_\_

8. For what purpose is the money to be used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Equipment/Services: (Circle all that apply)

 Screen TV/Monitor Auditorium Technician (fee charged) Microphone Overhead Projector

Custodian overtime Extra custodian(s) (fee charged) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Special Instructions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. The following citizens of Southfield/Lathrup Village are given as references by the applicant:

Name Address Zip Home Phone Work Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. **The undersigned hereby acknowledges that he/she has read the Southfield Public Schools rules and regulations regarding use of school facilities and agrees to comply with and be bound by all of the terms and conditions contained in those rules and regulations, including the agreement of the above organization to indemnify and hold harmless the school district against claims, damages, losses or expenses arising out of, or resulting from the organization’s use of the school facility, as more fully set forth in the rules and regulations, the organization’s obligation to purchase and maintain**

**insurance, and to pay the school district for the use of the facility pursuant to the attached schedule of charges, including charges for damages to school district property. The undersigned further states that the proposed use or activity will be conducted in an orderly and lawful fashion and in conformity with the applicable rules and regulations. The undersigned states that he or she has authority to sign this application for the above organization and assumes full responsibility for the conduct of spectators, performers, and others in attendance at the proposed use or activity.**

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home or Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_