Southfield Public Schools

Application to Reserve Space - (*FOR SCHOOL EVENTS ONLY*)

Fax form to 248-746-7731 - Tel: 248-746-8653
Email: community.use@southfieldk12.org

Only complete if any of your event is occurring after 5:00pm on Weekdays, or anytime on Saturday & Sunday. If the event is during school hours, contact the schools front office to reserve the space*. Keep a copy of your completed form for your records.*

Group Applying: _____

Employee Name: _____ **Ext.**_____

Email Address: _____

Date(s) needed: _____

Hours needed: Beginning: _____ **Ending:** _____

Or for reoccurring events:

Each (Circle needed day(s)) **M** **T** **W** **TH** **F** **SAT** **SUN**

Starting on date: _____ **Ending on date:** _____

Room Requested: _____ **in which School**_____

Event_____

Estimated attendance_____ (**must complete this space**)

Setup Instructions:

 # Of Tables needed: _____ **# of Chairs needed**: _____

Any special instructions for setup: _____

_____

Custodial needs: How many: _____ (**Please remember: The Custodian Manager has final say if additional custodians are needed.)**

Charge Account #_____ **for the additional custodial cost**.
(**Must provide account number upon submission of application**)

Approval by Principal required before submitting form.

Principal's Signature _____

Please contact the ITC Department directly for any equipment needs.