



Date of Application: _____

APPLICATION FOR USE OF LAKESHORE PUBLIC SCHOOLS FACILITIES

5771 Cleveland Ave • Stevensville, MI 49127 • (269) 428-1400 phone • (269) 428-1574 fax

BUILDING REQUESTED: _____		Requested Date(s): _____									
Organization: _____		Non Profit or For Profit (Circle One)									
Adult in Charge: _____		Address: _____									
City: _____		State: _____ Zip: _____									
Phone: _____		Email: _____									
Purpose of Use: _____											
Specific Room(s)/Field(s) requested:											
<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>	Auxiliary Gymnasium(HS)								
<input type="checkbox"/>	Media Center	<input type="checkbox"/>	Cafeteria								
<input type="checkbox"/>	Classroom (Room # if known) _____	<input type="checkbox"/>	Use of Kitchen Facilities (additional charges may apply*)								
Athletic Field(s) (specify): _____											
# of Participants/Teams: _____		Are you Charging a fee for this activity? Yes or No (Circle one)									
# of Spectators expected: _____		Amount Charging: \$ _____									
Time Building will be Open: _____		Time Activity Begins: _____ Time Activity Ends: _____									
Time Building will be Closed: _____		Additional Comments: _____									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">1) School Activities supercede all Contracts</td> <td style="width: 50%; border: none;">2) No food or beverages allowed except in designated areas.</td> </tr> <tr> <td style="border: none;">3) No Smoking/Vaping allowed in the buildings/fields/stadiums</td> <td style="border: none;">4) Rental group will perform general clean-up of area used (including cleanup of bleachers in gyms/stadiums/fields)***additional fees will apply if not completed</td> </tr> <tr> <td style="border: none;">5) Rental group is responsible for any damages and liable for any injuries that may occur</td> <td style="border: none;">6) Group must submit a "Certificate of Insurance"</td> </tr> <tr> <td style="border: none;">7) Children must be supervised and not left unattended in halls/classrooms/gyms/fields/stadiums</td> <td style="border: none;">8) Level 2 (in some cases), 3 & 4 must schedule and pay for custodial staff for 1 half hour prior to and 1 half hour after scheduled rental time to allow for preparation for entry and to secure building after departure on Saturday's & Sunday's (x1.5 for Sat & x2 for Sunday - charges taken directly from timecard)</td> </tr> </table>				1) School Activities supercede all Contracts	2) No food or beverages allowed except in designated areas.	3) No Smoking/Vaping allowed in the buildings/fields/stadiums	4) Rental group will perform general clean-up of area used (including cleanup of bleachers in gyms/stadiums/fields)***additional fees will apply if not completed	5) Rental group is responsible for any damages and liable for any injuries that may occur	6) Group must submit a "Certificate of Insurance"	7) Children must be supervised and not left unattended in halls/classrooms/gyms/fields/stadiums	8) Level 2 (in some cases), 3 & 4 must schedule and pay for custodial staff for 1 half hour prior to and 1 half hour after scheduled rental time to allow for preparation for entry and to secure building after departure on Saturday's & Sunday's (x1.5 for Sat & x2 for Sunday - charges taken directly from timecard)
1) School Activities supercede all Contracts	2) No food or beverages allowed except in designated areas.										
3) No Smoking/Vaping allowed in the buildings/fields/stadiums	4) Rental group will perform general clean-up of area used (including cleanup of bleachers in gyms/stadiums/fields)***additional fees will apply if not completed										
5) Rental group is responsible for any damages and liable for any injuries that may occur	6) Group must submit a "Certificate of Insurance"										
7) Children must be supervised and not left unattended in halls/classrooms/gyms/fields/stadiums	8) Level 2 (in some cases), 3 & 4 must schedule and pay for custodial staff for 1 half hour prior to and 1 half hour after scheduled rental time to allow for preparation for entry and to secure building after departure on Saturday's & Sunday's (x1.5 for Sat & x2 for Sunday - charges taken directly from timecard)										
EQUIPMENT NEEDED											
Tables #: _____		Chairs # _____ Other (Explain): _____									
Building Rental Fee:	See Fee Schedule	Cost (amounts shown are estimation only)									
Charges/Custodial:	If applicable, charges taken directly from timecard (x1.5 for Sat & x2 for Sun = _____ Hours Total	Building Rental Fee:	\$ _____								
		Custodian Charges:	\$ _____								
Other:		Snow Removal @ \$50/hr	\$ _____								
		Site Manager (if required)	\$ _____								
		Other (Lights, Equipment, etc.)	\$ _____								
		TOTAL	\$ _____								
		\$100 Deposit Required.	\$ _____								
		TOTAL DUE	\$ _____								

OVER (Please complete both sides of document)

I have read the terms herin of the Lakeshore Public Schools Facility Use and Regulations and will fully comply with such terms.

Signature of Authorized Official of Organization:

Date

(Please make checks Payable to "Lakeshore Public Schools")

Approved Not Approved _____ Date: _____
Building Principal/Supervisor

Approved Not Approved _____ Date: _____
Athletic Director/Media Center (if applicable)

Approved Not Approved _____ Date: _____
Maintenance Director/Central Office

Additional Comments/Notes:

cc: Licensee Building Principal Maintenance
 Food Services Athletic Director Building Custodian

For Business Office Use Only

Check # Amount Received: \$ Date Received: