



PARCHMENT SCHOOL DISTRICT Request for Use of Facilities

ALLOW 10 BUSINESS DAYS FOR PROCESSING

RETURN TO:

Director of Operations/Maintenance Portable
520 North Orient
Kalamazoo, MI 49004
(269) 488-1092 FAX: (269) 488-1090

Anne Brow, Director
Jennifer Slusher, Secretary

Facility Use Fee Structure:

Total Building	High School	\$1,000.00 per 24 day+ District Staff required
	Middle School	\$600.00 per 24 day+ District Staff required
Classrooms	Any Building	\$7.00 per hour
Library	Any Building	\$20.00 per hour
Gymnasium	Elementary	\$20.00 per hour
	Middle School	\$30.00 per hour
	High School	\$50.00 per hour MP room \$150.00 per hour Main gym
Locker Rooms	High/Middle School	\$50.00 to \$75.00 per hour
Kitchen	High/Middle School	\$25.00 per hour + required staffing
Cafeteria	Middle School	\$20.00 per hour
Auditorium	High School	\$15.00 per hour + required staffing for stage lights and sound
Computer Lab	Any Building	\$150.00 per hour
Ind. Arts Room	Any Building	\$50.00 per hour
Home Ec Room	High/Middle School	\$15 to \$50 per hour depending on use
Halls and Entrances	Any Building	\$15.00 per hour
Playfield	Elementary, Barclay, MS	\$ 7.00 per use
	High School Fields	\$150.00 per hour

Additional Fees & Payment Terms:

Administrative	All Requests	\$40.00 per building requested
Custodial time (if required)	Any Building	\$25.00 per hour
Required Specialized Staff	Any Building	Assessed at time of approval
A \$150 deposit is required for those in categories 3, 4, and 5 (See AG 7510B). The deposit is refundable with forty-eight(48) hour notice of cancel option		
User fees are due and payable upon receipt of School District billings which will be made at the conclusion of use.		

Specify Space and Location:		
Number of Classrooms Desired:		
Location - Room Number(s):		
Group/Individual Making Request:		
Street:		
City:	State:	Zip:
Home Phone:	Email:	
Business Phone:	Fax:	

1.	Percentage of persons utilizing the facility who are residents of the School District:	
2.	Purpose of function (Brief):	
3.	Cost of admission or fees being charged to participants:	
4.	Describe any items to be sold:	
5.	Purpose of money received:	
6.	Type of materials to be distributed:	
7.	Number of people using/attending:	
8.	Date(s):	Event Time:
9.	Setup Time:	Cleanup Time:
10.	Equipment requested. Describe in detail all equipment required (number of chairs, number and type of tables, VCR/Television, PA System, etc.)	
11.	Describe setup required including times needed before and after event.	

When your application has been approved, you will receive Reservation Verification. Until then, you are NOT entitled to use the above named facilities. (ALLOW 10 BUSINESS DAYS FOR PROCESSING). The District retains the right to cancel any facility use agreement WITHOUT prior notice if a school function or activity arises which needs said facility. Should severe weather conditions be in effect during the time of your scheduled activity, you will be expected to comply with School Board policy governing building use under such conditions that might dictate the cancellation of the activity. Buildings are not available when school is in session.

There is limited availability of facilities outside of the scheduled school year. The school calendar will help you schedule accordingly.

Please notify the Director of Operations if you have reserved a gym or room in a building and will not be able to use it for an extended period of time. Another group may fill your vacancy in your absence.

"The applicant hereby agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Users shall be liable financially for damage to the facilities and for proper chaperonage. The organization must provide proof of insurance.

I have read and am aware of all conditions pertaining to the use of School Property.

Applicant: _____ Date: _____
Print Clearly

Signature _____

Building Principal Signature _____ Date: _____

*****Office Use*****

Building being requested: _____

Category of User (See AG 7510B)

<input type="checkbox"/> Category 1	<input type="checkbox"/> Category 4
<input type="checkbox"/> Category 2	<input type="checkbox"/> Category 5
<input type="checkbox"/> Category 3	

Estimated Total Cost: _____

Charges to User:	Estimated Cost to Date	Actual Cost
Administrative Fee		
Facility Rental		
Equipment Ren		
Custodial Cost		
Food Service Cost		
Damages		
Other:		
Deposit		

This request is fully approved except for any limitations noted under "Comments" below.

This request is NOT approved. Reasons noted under "Comments" below.

Director of Operations or designee: _____ Date: _____

Comments: _____

TOTAL COST: _____

LESS DEPOSIT RECEIVED: _____

BALANCE OWED: _____

DATE INVOICE SENT _____

NOTE TO Operations Office:

- A. If approved, send original copy of this form along with the deposit to the Business Office . If not approved, send a photocopy to the applicant with the deposit. If required make sure that the proof of insurance is on hand before the approval letter is sent out.
- B. The following must be done by the next Wednesday following the last day of use:
- 1 Complete the "Final Cost" column.
 - 2 Stamp with red ink "OK to Bill" in upper right corner and prepare an invoice.
 3. Send a copy of the invoice to the Business Office and the original to the Applicant/User.
- C. The Operations Secretary will attach the copy of Final bill/invoice to the copy of the approved application and place it in a waiting for payment file.
- D. On the first work day of each month, the Operations Secretary will check all open files. If payment has not been received as required, a memorandum will be sent to the respective Applicant/User as a reminder to remit. A copy of that memo will be sent to the Business Office. After 60 days of non- payment, notice will be sent to the Business Office for collections. The Applicant/User will not be allow further use of facilities until past bill are all paid in full.