

MILLINGTON COMMUNITY SCHOOLS
MILLINGTON, MI 48746
(989) 871-5227
APPLICATION FOR BUILDING USE

Building Requested _____ Day(s) Requested _____ Date(s) Requested _____

Room(s)/Facility(s) _____

Time(s) In/Open _____ Out/Close _____

Actual Time(s) Event Begins _____ Ends _____
(Use separate sheet for multiple times and dates)

Special needs (including equipment) _____

Description of Activity _____

Number Participating _____ Audience Size _____

Person Submitting Application _____ Phone# _____

Address _____
Street/Road City State/Zip

Organization/Group _____

I do hereby certify, in representation of the above group, that I have read and will observe and adhere to the rules and regulations listed on the back of this application. **Person signing this form is responsible for all activities covered and must be in attendance at all times.**

Applicants Signature _____
Date

Approved _____ **Approved** _____
Building Principal District Office Date

FOR OFFICE USE ONLY

Custodian Required/Assigned _____ Hours _____

Kitchen Assistant Required/Assigned _____ Hours _____

Insurance Binder Needed _____ Attached _____

Application must be submitted a minimum of ten (10) days before requested date. Receipt of processed application copy denotes approval.

- A. Application for use of school facilities shall be filed at the District Office not less than ten (10) days before proposed date of meeting. The application shall be signed by a citizen who agrees to be personally responsible for any damage to property or theft of equipment occurring as a result of their use of the school facilities and for the strict observance of these rules and regulations.
- B. The use of any part of the school building is permitted only under the direct management of persons qualified to use and care for equipment or apparatus in that part of the building.
- C. The school buildings may not be used for private or individual gain.
- D. All meetings shall be closed by 11:00 p.m.
- E. The use or possession of alcoholic beverages, controlled substances or tobacco products is strictly prohibited in or on all school facilities as mandated by Michigan State law.
- F. Independent athletic teams must use their own equipment.
- G. People granted uses of school facilities are responsible for police attendance, if necessary, for good order, protection of property, and the observance of rules and regulations.
- H. School appointees shall have the responsibility of operating lighted athletic fields at all athletic events.
- I. Fees of janitors and cooks are to be paid to the school along with rental fees. All checks are to be made out to Millington Community Schools. Minimum fees to be paid three (3) business days in advance.
- J. The Superintendent's designee is responsible to see that rooms are available and that school custodians are on hand at the time of the meeting, and for at least one-half (1/2) hour before meetings are to begin. The custodian shall open and close the building; have charge of heating, lighting, and ventilating of room used; and assist as he/she may be able to prevent damage to school property.

Millington Community Schools reserves the right to recapture related costs, including, but not limited to, water, cleaning supplies, paper supplies and depreciation of equipment.

SCHOOL GYMNASIUMS, CAFETERIAS OR MULTI-PURPOSE ROOMS, CLASSROOMS (THIS INCLUDES BANQUET PRIVILEGES WITH CAFETERIA)

- A. Community
 - 1. Janitor Fees: actual cost - \$30.00 minimum
Saturdays and Sundays – actual cost - \$40.00
Holidays – actual costs \$60.00 minimum
 - 2. Cooks Fees: actual cost - \$30.00 minimum
Saturdays and Sundays – actual cost - \$40.00 minimum
Holidays – actual cost - \$60.00
- B. **Groups or Organizations and Gatherings which include, but are not limited to, banquets, wedding, receptions, showers, advertising programs and political meetings:**
 - 1. Cafeteria: Rent \$75.00 per hour – minimum of two (2) hours
 - 2. Classrooms: Rent \$20.00 per hour – minimum of two (2) hours
 - 3. Janitor Fees: actual cost - \$30.00 minimum
Saturdays and Sundays – actual cost - \$40.00 minimum
Holidays – actual cost - \$60.00
 - 4. Cook Fees: actual cost - \$30.00
Saturdays and Sundays – actual cost - \$40.00
Holidays – actual cost - \$60.00
- C. **ATHLETIC FIELD LIGHTS**
 - Rent: \$35.00 per hour – minimum of two (2) hours