



Stephenson Area Public Schools Facility Use Form

FACILITY WANTED: _____
(Building or grounds)

ROOM(S) WANTED: _____
(If multiple dates are required, write "see attached" and attach separate list)

DATE(S) TO BE USED: _____
DAY OF WEEK MONTH DATE YEAR

HOURS TO BE USED: _____ TIME OF EVENT: _____
SPECIFY A.M. OR P.M. SPECIFY A.M. OR P.M.

ORGANIZATION AND/OR SPONSOR: _____

PURPOSE OF MEETING/EVENT: _____

ADMISSION CHARGE: _____

CASHBOX NEEDED? _____ CONCESSION CASHBOX NEEDED? _____

INDIVIDUAL REQUESTING FACILITY:

NAME: _____

ADDRESS: _____

PHONE: _____

SCHOOL EMPLOYEE ACCEPTING RESPONSIBILITY:

NAME: _____

ADDRESS: _____

PHONE: _____

CHAPERONES: (FOR DANCES, 3 CHAPERONES ARE REQUIRED)

SPECIAL CONSIDERATIONS FOR SET UP. PLEASE LIST EXACTLY WHAT IS NEEDED.

Signature of applicant / Date

Signature of school employee / Date

Signature of administrator / Date



CONTRACTUAL AGREEMENT

***ALL APPLICATIONS MUST BE SUBMITTED WITH A MINIMUM OF 72 HOURS ADVANCE NOTICE.**

- The applicant must agree to reimburse the Board of Education for loss of damage to property sustained during occupancy covered by the permit. The applicant must relieve the Board of Education from all responsibility for loss or damage to the property of any person attending the meeting or event. The applicant agrees to keep proper order, see that tobacco and intoxicants in any form are not used or present on school properties and that there will be no obscene or profane language or gestures.
- The moving of all school property must be done by the custodians in charge or the area to be used/or as appointed by the Custodial Supervisor or Administration.
- The school facilities may be used by the community organizations, outside of school connected activities which do charge an admission (or in any way take collection) for charity purposes. These organizations will be charged custodial fees to have a custodian present during the activity unless a current employee of Stephenson Area Public Schools will assume all responsibilities and be present at the activity for the entire amount of time the facility is being used. The person assuming this responsibility will make sure all lights and/or electrical appliances are turned off, windows are closed and doors are securely locked before they leave.
- Any applicants for the use of the school facilities may be referred to the Board of Education for final action.
- Applicant has inspected the premises, accepts the same in their present condition, hereby if this application is accepted, to indemnify and save harmless the Stephenson Area Public School District, Menominee County, MI its Board of Education, Superintendent of Schools and staff, from all claims of liability for personal injuries due to any alleged defects in the construction of said premises during the period of use and further the applicant agrees to leave the facilities used in the same or better condition as found. The applicant further agrees to be solely responsible for the actions and behavior of people attending the activity/event.

Signature of applicant: _____ Date: _____

Signature of administrator: _____ Date: _____