

Birmingham Public Schools Application for Community Use of District Facilities

Contact Person	Name of Group or Organization	Phone
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Street Address	City	Zip Code
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Request the use of the facilities listed below at _____
School

Day & Date _____ Event start time _____ *Set-up time _____

Event end time _____ * Tear-down time _____

* The Facility Supervisor will notify Community Education if additional time is used and groups will be billed accordingly.

for the following purpose _____ Number of People _____

Representative of organization who will be present during event _____

Attach separate sheet for multiple dates.

CHECK THE FACILITIES DESIRED:

- | | | |
|---|--|---|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Media Center | <input type="checkbox"/> Football Stadium |
| <input type="checkbox"/> Little Theater | <input type="checkbox"/> Staff Planning Room | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Multipurpose Room | <input type="checkbox"/> Gymnasium HS | <input type="checkbox"/> Locker Rooms |
| <input type="checkbox"/> Cafeteria (does not include Kitchen) | <input type="checkbox"/> Gymnasium MS | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Kitchen (additional charges apply) | <input type="checkbox"/> Gymnasium ES | <input type="checkbox"/> # Classrooms |

*For Fields (excluding Stadiums): Please fill out a FIELD APPLICATION.
 Call our office to request a field application.

SPECIAL REQUEST: Refer to the brochure for equipment fee schedule (indicate number needed):

<input type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> VCR/TV
<input type="checkbox"/> Tables	<input type="checkbox"/> Podium	<input type="checkbox"/> DVD/TV
<input type="checkbox"/> Projector	<input type="checkbox"/> Screen	*** Quantities & Equipment *** based on availability

I (we) have read the policies governing the use of school buildings and agree to meet the requirements of them. In addition, I (we) agree to indemnify and hold harmless the school district and its agents and employees from and against all claims, damages, organization's use of the school facility including bodily injury, sickness, disease, or death or injury to or destruction of tangible property including the loss of use resulting therefrom and including loss or theft of damage to any, of the school district's fixtures, equipment and personal property which are a part of or located on the premises and including such property owned by students or employees of the school district. I (we) understand that no guns, weapons, or guard dogs are allowed in any school building or on any school district property without prior written permission. (Government law enforcement officers are exempt; private security guards are not exempt).

Signature and Title	Date
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Return application and \$25 nonrefundable processing fee (money order or corporate check) payable to Birmingham Public Schools to:

**Birmingham Community Education
 Seaholm High School
 2436 West Lincoln Road, Suite F101
 Birmingham, Michigan 48009 248-203-3800
 Fax 248-203-3818**

This application process as described must be completed prior to consideration by this office.
 Insurance indemnification must be received 15 business days prior to scheduled event.