

SOUTH REDFORD SCHOOL DISTRICT

Date of Application: _____

**26141 Schoolcraft Road
Redford, Michigan 48239
313-535-4000**

School Year: _____

FACILITY APPLICATION

Name of Organization: _____

Name of Responsible Representative: _____

Mailing Address of Representative: _____

E-Mail Address: _____

Telephone: Home: _____ Office: _____

Cell: _____ Fax: _____

Purpose of Application: _____

Facility Location: _____

Start Date: _____ End Date: _____ Day of Week: _____

Facility Requested: # 1. _____ Time In: _____ Time Out: _____

Facility Requested: # 2. _____ Time In: _____ Time Out: _____

Facility Requested: # 3. _____ Time In: _____ Time Out: _____

EQUIPMENT NEEDS (add additional sheet if necessary)

Item _____ How many: ____ Item _____ How many: ____ Item _____ How many: ____

Item _____ How many: ____ Item _____ How many: ____ Item _____ How many: ____

PLEASE ATTACH A SET UP DRAWING

Fees to be charged:

Facility _____ Fee per hour: _____ Total: _____

Facility _____ Fee per hour: _____ Total: _____

Facility _____ Fee per hour: _____ Total: _____

Additional Fees: _____ Fee per hour: _____ Total: _____

Supervisory/Custodial Fee _____ Fee per hour: _____ Total: _____

GRAND TOTAL TO BE PAID: _____ **PAY BY DATE:** _____

Make checks payable to South Redford School District

Your request has been granted.

Your request has not been granted.

Approved by Building Principal/Facility Manager

Signed: Business Manager

SCHOOL FUNCTIONS HAVE PRIORITY

1. School facilities shall be used by permit only. An Indemnification Agreement must be dated and signed, and a Certificate of Insurance must be provided with this application.
2. Applications must be submitted in writing at least 2 weeks prior to the date requested for the event.
3. Resident organizations of the School District will have priority over out of district organizations.
4. Organizations granted permits will underwrite any damages that occur during their use of the premises.
5. All school buildings will be closed during vacation periods and usage may be limited.
6. The use of intoxicants and/or smoking in or on surrounding school property is in violation of the Redford Township ordinances and state law and will not be tolerated. It is the responsibility of the applicant to see that this is adhered to. Violation of this may result in termination of this application and all future applications.
7. All use of school district buildings and facilities will be open to inspection by representatives of the School District.
8. The Board of Education assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals using school facilities.
9. FIRE PREVENTION:
 - A. The use of open flames such as candles is forbidden.
 - B. All flammable materials must be kept away from flood lights.
 - C. All decorations must be flame proof and meet state fire commissioner's standard. Flimsy decorations such as straw leaves, straw and excelsior are never permitted.
 - D. Exits, corridors, aisles and stairways must be free of obstructions at all times.
 - E. Food preparation and consumption in or around school facilities must have prior permission from facility managers.
10. Facility Usage Cost— per schedule adopted by the Board of Education on October 20, 2009.
11. The Board of Education reserves the right to request payment in advance. All fees are payable to South Redford School District.
12. Permission to serve light refreshments under controlled conditions at regular meetings will be granted by request in writing. High School gymnasiums are exempted.
13. An adult and/or adults supervising activities must be present at all times.
14. Facilities must be vacated by the time stated on application. Additional charges will be applied to any organization that does not adhere to this.