

BUILDING / FACILITY USE APPLICATION

SUBMIT AT LEAST TEN (10) DAYS PRIOR TO EVENT

Waverly Community Schools	515 Snow Road, Lansing, Michigan 48917
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All Charges are Estimated at the Time of Application

Group Requesting Use:	
Person Responsible: Name:	
Address:	
Telephone Number:	H: W:
Driver's License #:	
Email:	
Building Requested: _____ # of People: _____ Admission Fee: _____	
Time facility needs to be available (include set up and clean up): _____	

Day(s) of event:	M	T	W	Th	F	Sat	Sun
Month(s)/Date(s):							

(attach a separate page if more space is needed)

Facility Requested: Event is limited to the area requested. Hourly fees and personnel costs apply. Events in the winter may incur an additional charge for snowplowing or salting, etc.

Auditorium: ___ Board Room: ___ Cafeteria: ___ Concession Stand: ___ Gymnasium: ___

Hallways (used for activity): ___ Kitchen (staff required): ___ Locker Room: ___ Swimming Pool: ___

Classrooms: How Many? _____ Which ones? _____

Equipment Needs: Additional charges may apply.

Tables: ___ Chairs: ___ Piano: ___ Projector: ___ Screen: ___ Microphone: ___ Podium: ___

Other equipment needs: _____

Technician required for lighting and sound in the auditorium.

Applicant: If approved, this permission is given for the use of a Waverly Community Schools facility only for the date and times indicated above. All charges for use of this facility must be paid when billed. It is the responsibility of the applicant to assure that all participants are supervised before, during, and after the event. All participants are limited to the areas requested for this event. To insure future use, the facility must be left in the condition it was prior to the event.

The applicant hereby agrees to indemnify and hold harmless the Waverly Community Schools from any liability for damages to any person or property in or about the School District premises from any cause whatsoever.

No smoking or alcohol is allowed on school grounds or in school facilities. Violation of this will result in denying future use requests.

I have received and read the Waverly Community Schools building and site policy and administrative guidelines. I agree to follow these policies and administrative regulations.

Signature: _____

Date: _____

Administrative Approval: ☐ Approved ☐ Denied Signature: _____

Send copies to: Business Office Custodian Service Building Group/Individual requesting use