

**District Endorsed Events
and Activities Only**

**Short Term General Facilities Use
Fowlerville Community
Schools (517)223-6483**

Facility use must be submitted
at least 14 days prior to the date
of activity

Building requested: _____

Date of request _____

Room(s) requested: _____

Facility Reservation					
Person Making Request:			Phone Number/Ext:		
District Position:			E-Mail:		
Name of Person in Charge of Event:					
Group Requesting Use:					
Title of Event:					
Is a fee being charged for persons attending event?			Number of participants in event?		
If so, Fee? \$ _____ for what? _____			Total Number of people expected to attend event?		
Event Description for General Public:					
Date Needed	Day of Week	Group Arrival Time	Event Use Begin & End Time(s)	Group Leaving Building	Description or Comments
			to		
			to		
			to		
			to		
			to		
			to		
If requesting multiple reservations a complete list of dates must be provided.					
Custodial/Maintenance Needs (all lines must be filled in) Is this a Weekday Event _____ Is this a Weekend Event _____ Number of Chairs Needed _____ Number of Desks Needed _____ Number of Tables Needed _____ Bleachers Needed/How many _____ Are Wrestling Mats Needed _____ Are Tarps Needed on Gym Floors _____ Basketball Baskets up or down _____ Exterior Lighting Needed _____		Set Up Design (draw if special set-up required) □ = table x = chair ↑ mark north and south		Media Specialist/Technology Needs (list specific type needed) _____ TV/DVD/VCR Needed _____ Projector and/or Screen Needed _____ Microphone/Podium Needed Food Service Needs _____ Will Food/Beverage be served _____ Food Service Catered _____ Food Provided by Group holding event	
Do you need a custodian assigned specifically to your event? _____ (final determination will be made by administration)					
_____ Before event _____ During event _____ After event					
What set-up, clean up, and tear down will your group be responsible for:					
If you are in need of materials (chairs, tables, risers, etc.) that are may or may not be available in the building you are holding your event, please list specifically what you need, along with expectations of who is picking up/delivering, setting up/taking down, etc.					
Other Special Set Up Arrangements or Comments:					

SPECIAL REMINDERS

Academic and Athletics events will be canceled only by the superintendent, or his/her designee in case of school closure.

PLEASE READ AND SIGN THE REVERSE SIDE OF THIS FORM

Instructions for completing INTERNAL FACILITY USE Agreement

Be sure you are completing the proper form. This Facilities Use is for buildings. Separate Facilities Use Agreements exist for:

- Performing Arts Center/Jr. High Auditorium Facility Use**
- Fields/Grounds Facility Use (both Internal Use and Rental)**
- Non-District Sponsored Groups Rental Facility Use**

1. Facility Use Agreements must be completed for each and every activity which takes place in or on any District building or property with the exception of a regular scheduled school day.
2. Your event must be a District sponsored group/activity, i.e. School related academic events, school sponsored athletics, school band/music, school drama/theater, etc. (if you are not sure contact Facilities).
- 3. This form needs to be completely filled out with all requested information. Forms not filled out entirely will be returned to originator for completion, which may result in delay of facility use processing.**
- 4. A "Facilities Use Guidelines and Procedures" must be signed and current by requester.**
5. Submit your Facility Use Request in a timely fashion. Do not delay in scheduling your events, especially when they have excessive buildings or equipment involved. i.e. Homecoming involves many areas of the campus, different times for different events, closure of roadways, etc.
6. All facility time, labor, and equipment required for the event must be identified on the application for facility use agreement. Last minute requests may not be possible.
7. If you need risers, tables, chairs, mechanical lift, etc., that are not available to you in your building please list specifically on the front of this form or submit a maintenance request for exactly what you need 14 days in advance of your event set-up. Please indicate if you or your group will be setting up. If available, fax a diagram of your set up to 223-6132 Attn: Maintenance
8. Submit the **original** facility use agreement request to the proper facilities coordinator listed below, in person or through inter-office mail.

All District Sponsored Jr. High and High School Athletics events/activities need to be sent directly to the Athletic Secretary 223-6061 (including all sport events, classroom use, team dinners/cafeteria, awards events, etc.).

Specific forms are available for the Performing Arts Center/Auditorium. Contact the Theater Arts Manager at 223-6157, use this form if other areas/rooms are necessary for your event in addition to the PAC/Jr. High Auditorium

All other facility use requests need to be sent directly to Facilities Administrative Assistant 223-6483
9. Your request will be faxed to the appropriate building administrator for their approval and signature.
10. You will receive a "C-Mail" (Confirmation E-Mail) when the event has been approved and entered into DynaCal. At the same time others directly involved with your event will also be notified i.e. if event in cafeteria, food & nutrition staff would be notified, or if technology requests are made they will be sent to the proper person. Your email address is required on the front of this form.
11. It is the responsibility of the person requesting the facility use to obtain a copy of the signed facility use from the appropriate building administrator. Facility Use Agreement must be produced at the time of the event, if requested.
10. Building Administrative Assistants will fill out Facility Use for events as directed by administration. It is the responsibility of the person/group requesting the facility to complete Facility Use for their own events completely.
11. No employee/group shall secure any facility/grounds for the use by any other group or individual.
12. The person/group requesting use of any facility will be responsible for providing adequate chaperones for participants for any event held in District buildings and/or on District grounds.

Office Use Only				
Signature of Person Requesting Facility Use	Signature of Building Administrator (Event approved)			
Date	Date			
Facilities/Maintenance Use Only				
Date Request Received:	Faxed (to & date):			
Dynacal Entered:	C-Mail: Building Admin., Custodial Supervisor,			
Copies: _____ Custodial Supervisor	C-Mail Other:			
Custodial/Maintenance Staffing:	Time: _____	Reg.	Sat.	Sun. Hol.
Custodial/Maintenance Staffing:	Time: _____	Reg.	Sat.	Sun. Hol.
Equipment:				
Comments:				