

FACILITY USE REQUEST

OKEMOS PUBLIC SCHOOLS

Okemos Community Education, 1826 Osage Drive, Okemos, MI 48864
(517) 706-5032

PERMIT #

Completed form must be received 10 or more working days before requesting event date

CLIENT INFORMATION:

Contact Name: _____

Street: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Contact Phone: _____

PLEASE SELECT:

Okemos K-12 school sponsor - Name: _____

Community Education Program - Name: _____

Non-profit group, community business or church - Name: _____
 *Must provide a copy of your 501 (c) (3) Status and
 *Must provide proof of liability insurance

Private, for-profit business - Name: _____
 *Must provide proof of liability insurance

Event Name: _____

Building Choice: _____ Room/Field Choice: _____

of Expected Participants: _____

Is there a charge for admission or participation (registration fee, ticket or product purchase)? **YES**___ **NO**___

Do funds from activity return to district? **YES**___ **NO**___ If yes, please explain: _____

EVENT TIME MUST INCLUDE A MINIMUM OF 30 MINUTES FOR SETUP AND 30 MINUTES FOR CLEANUP. LARGE EVENTS WILL REQUIRE A MINIMUM OF 1 HOUR FOR SETUP AND 1 HOUR FOR CLEANUP.

DATE OF EVENT	SETUP/ DECORATING TIME	EVENT START TIME	EVENT END TIME	LEAVE BUILDING	BRIEF ACTIVITY DESCRIPTION

Will you be **SERVING** Food? **NO**___ **YES**___ **IF YES:** ___Potluck ___Catered ___Pizza/Subs ___Other - Please explain:

Will you be **SELLING** Food? **NO**___ **YES**___ **IF YES:** ___Prepackaged IF NOT Prepackaged - Please explain:

SETUP ITEMS

Item	Quantity	Item	Quantity	Item	Quantity
Piano		Microphone (handheld)		Tables, Rectangle	
Risers		Microphone (Lapel)		Tables, Round	
Band Shell		Projector		Chairs	
Music Stands		Screen		Extra Trash Cans	
Podium		Sports Equipment:			

ADDITIONAL SETUP NEEDS: _____

SUBMISSION OF THIS FORM DOES NOT ASSURE FINAL APPROVAL OF YOUR REQUEST.

Okemos Public School functions take priority over all other facility uses. Non-school events may be rescheduled or relocated with little or no advance notice to facilitate school use. Events and activities will not be scheduled during winter break, spring break or parent teacher conferences. Some rooms are available for use only by Okemos Public Schools. Please Note: Gym use is EXTREMELY LIMITED.

The individual signing this agreement (whether or not on behalf of an organization or group) accepts full responsibility and agrees to pay for any damage to the facility and/or equipment during the times the building is used during your contractual time. Users are subject to all applicable federal and state laws, as well as Okemos School District policies. Alcoholic beverages and the use of tobacco products on school property is strictly prohibited. All Okemos Public School property is a smoke-free environment by law.

By signing below I certify that I am authorized to represent the business, organization, or individual named below and will agree to abide by the rental terms and conditions outlined in the facility use rental contract.

Printed Name: _____

Signature: _____ **Date:** _____

APPROVAL _____ (Community Education) _____ Date

_____ (Theater Technician) _____ Date

_____ (Building Representative) _____ Date

Return completed form and attachments to:
 Okemos Facilities, 4406 N. Okemos Rd., Okemos, MI 48864
 Email: kelly.bianchi@okemosk12.net

**ALL FORMS MUST BE RECEIVED 10 OR MORE BUSINESS DAYS PRIOR TO REQUESTED EVENT DATE.
 FAILURE TO DO SO MAY RESULT IN A DENIAL OF YOUR REQUEST OR ADDITIONAL CHARGES.**