

# FACILITY USE REQUEST

OKEMOS PUBLIC SCHOOLS  
 Okemos Community Education, 1826 Osage Drive, Okemos, MI 48864  
 (517) 706-5032 Fax (517) 349-6643

**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: \_\_\_\_\_  
**\*Non-Profit Groups must provide a copy of your 501 (c) (3) Status**

Private, for-profit business - Name: \_\_\_\_\_

**EVENT INFORMATION:**

**ALL NON-SCHOOL GROUPS MUST PROVIDE PROOF OF INSURANCE. FAILURE TO DO SO WILL RESULT IN CANCELLATION OF YOUR EVENT.**

Proposed Use: \_\_\_\_\_ \*OHS Auditorium Use Requires Technician Approval\*

Building Choice: \_\_\_\_\_ Room Choice: \_\_\_\_\_

Expected Participants: \_\_\_\_\_ Percentage who are Okemos residents (circle)    0-25%    25-50%    Over 50%

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**\_\_\_ 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 OF SETUP/CLEANUP.**

DATE OF EVENT	TIME TO ARRIVE FOR SET-UP	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 - Explain:

Will you be **SELLING** Food? **NO**\_\_\_ **YES**\_\_\_ **IF YES:** \_\_\_Prepackaged IF NOT Prepackaged - Explain:

**\*\*Auditorium Only:** If setup is NOT specified below at least 2 weeks prior to the event, technician will provide basic sound and lighting needs\*\*

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

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 and parent teacher conferences. Some rooms are available for use only by Okemos Public Schools. Please Note: Gym use is EXTREMELY LIMITED November through March.

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.

**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.**  **AGREE**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL** \_\_\_\_\_ (Community Education) \_\_\_\_\_ Date

\_\_\_\_\_ (Theater Technician) \_\_\_\_\_ Date

\_\_\_\_\_ (Building Representative) \_\_\_\_\_ Date

Return completed form and attachments to:  
 Okemos Community Education, 1826 Osage Drive, Okemos, MI 48864  
 Fax: 517-349-6643 Email: kelli.guthrie@okemosk12.net

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