

Date: _____

**GRAND LEDGE PUBLIC SCHOOLS
REQUEST FOR USE OF FACILITY APPLICATION
SCHOOL-SPONSORED ACTIVITY ONLY**

Permit No. _____

Group Requesting Use _____

Address _____

Purpose of Activity _____

Activity Day _____ **Date** _____ # of Participants _____

Entrance Time _____ Leaving Time _____ Program Time _____

School/Facility Requested _____ Room(s) requested _____

Special Facilities and/or Equipment Requested: _____

PA System _____

Coffee Pot(s) _____

Projector (Type) _____

Number of Tables _____

Other _____

Coffee Set Ups for _____ (# of people)

VCR and Monitor _____

Number of Chairs _____

Person Responsible _____ Phone _____ Date _____

Email _____

The school reserves the right to revoke the permit at any time for good cause. WHEN SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER OR VACATION TIMES, THE BUILDING MAY NOT BE AVAILABLE FOR USE.

Building Principal Date

Superintendent's designee approval Date

HOURLY RATES FOR PERSONNEL

OVERTIME CUSTODIAL COST: YES _____ NO _____

- Charges may be accrued if personnel are required to work beyond normal working hours
- Charges are based on entrance and departure times

Computer Technician \$ _____

Custodian \$ _____

Food Service \$ _____

Lifeguard \$ _____

Security Guard \$ _____

Theater Technician \$ _____

Complete this form only when requesting use of a facility that pertains to a **PreK-12** program activity. Requests that do not exceed an instructional school day only need to be approved by the building principal. All requests for use after the completion of an instructional school day should be forwarded to Central Office for the final approval and estimation of fees if applicable. Once the approval process is complete forward copies of the application as noted.

Copies: User
 Business Dept. (for invoicing)