



FACILITIES & SERVICES REQUEST

(PLEASE TYPE OR PRINT WITH BALL POINT PEN ONLY) **SCHEDULE #** _____

SCHOOL FACILITY REQUESTED _____ AREA ROOM NO. _____

DAY(S) & DATE(S) NEEDED: _____

PREPARATION WILL BEGIN AT _____ EVENT WILL BEGIN AT _____ END AT _____

REQUESTING ORGANIZATION _____

ADDRESS _____ CITY _____ ZIP _____

PURPOSE OF FUNCTION (BRIEF) _____

WILL ADMISSION/COLLECTION BE LEVIED? _____ HOW MUCH? _____

FOR WHAT PURPOSE IS THE MONEY TO BE USED? _____

ORGANIZATION TYPE	FACILITIES REQUEST	IF SPECIAL SET UP, DRAW ROOM LAYOUT
<input type="checkbox"/> INTRA-SCHOOL ORG.	<input type="checkbox"/> NUMBER OF PEOPLE _____	
<input type="checkbox"/> SCHOOL DEPARTMENT	<input type="checkbox"/> NUMBER OF CHAIRS _____	
<input type="checkbox"/> COMMUNITY GROUP	<input type="checkbox"/> NUMBER OF TABLES _____	
<input type="checkbox"/> PRIVATE INDIVIDUAL	<input type="checkbox"/> TYPE OF TABLES * _____	
<input type="checkbox"/> OTHER (SPECIFY) _____	* Dependent upon what is available at each school	
	** DUE TO ALLERGIES – PLEASE BRING <u>NUT FREE</u> SNACKS ONLY **	

SERVICE REQUEST	FEES	ESTIMATED	ACTUAL
<input type="checkbox"/> P.A. SYSTEM (Must get permission from school to use)	FACILITY RENTAL	_____	_____
<input type="checkbox"/> PODIUM (If available)	CUSTODIAL COST	_____	_____
<input type="checkbox"/> BEVERAGES WILL BE SERVED	FOOD SERVICES	(MUST CONTACT DIRECTLY)	
<input type="checkbox"/> FOOD WILL BE SERVED	PARKING LOT	_____	_____
<input type="checkbox"/> DECORATIONS WILL BE PUT UP	SECURITY	_____	_____
<input type="checkbox"/> LOCKERROOM – MEN <input type="checkbox"/> WOMEN <input type="checkbox"/>	OTHER	_____	_____
<input type="checkbox"/> SCOREBOARD _____ <input type="checkbox"/> ATHLETIC FIELD LIGHTS _____	TECHNOLOGY	_____	_____
<input type="checkbox"/> TECHNOLOGY – DOYLE CENTER ONLY _____	TOTAL COST	\$ _____	\$ _____

Applicant (including its members, guests, employees, agents and representatives) agrees to indemnify the district (including its employees, agents and representatives) and to hold indemnified parties harmless from any and all costs and damages arising from or relating to any and all negligent, intentional or illegal acts of omissions of the applicant (or its member, guests, employees, agents and representatives). This duty to indemnify and hold harmless includes, but is not limited to, promptly reimbursing the District for all actual attorneys' fees, cost, settlements, judgments, interest and bonds.

I do hereby certify, in representation of the above named group, that I have read and will observe all rules and regulations related to this application. I understand that, by law and Board Policy, alcohol (without an approved exemption) and controlled substances are forbidden on school premises and smoking is not allowed in the building or grounds and that the abuse of this will cause eviction and loss of facility use. I further understand that I am responsible for any damage that can be attributed to my/our use.

SIGNATURE OF APPLICANT (also print name after) _____ DATE _____

ADDRESS _____ CITY _____ ZIP _____

PHONE: _____ (RESIDENCE) _____ (BUSINESS/CELL) _____ (EMAIL ADDRESS) _____

THIS REQUEST IS **APPROVED** (EXCEPT FOR DATES NOTED UNDER "COMMENTS" BELOW).

THIS REQUEST IS **NOT APPROVED**.

COMMENTS: _____

DATE _____ SIGNED _____

Bloomfield Hills Schools • Booth Center • 7273 Wing Lake Road. • Bloomfield Hills, MI 48301 • Phone (248)341-6329 • Fax 248.341.5449

In case of an after hours emergency call (248) 941-3011

In case of cancellation, at least 24 hrs. notice is required. A 10% administration fee will be withheld on reservation refunds

BLOOMFIELD HILLS SCHOOLS

TIME GUIDELINES FOR EVENING STUDENT ACTIVITIES

1. At the elementary level those evening activities which are scheduled (such as concerts and PTO functions) are over by 9 p.m.
2. Middle school activities scheduled in the evening will be concluded by 9:30 p.m.
3. At the high school level games and programs are generally over by 10 p.m. Practices will be concluded by 10 p.m. on weeknights with the exception of a few musical presentations may run until 10:30 p.m. On Fridays and Saturdays, games and overtime dances may last until midnight.
4. Any event which will need to be scheduled past 10 p.m. will need special approval by the principal, or designee, on the facility request form.
5. At least five (5) working days time requirement may be made if a desired facility is available and if time permits making necessary arrangements.

GENERAL RULES AND REGULATIONS

1. All persons or groups using school facilities shall be responsible for the proper supervision, control and accommodation of persons attending the activity. The applicant is held responsible for the preservation of order.
2. The Board of Education assumes no responsibility for properties left on the premises by the applicant.
3. All district equipment be under the control of the Board of Education.
4. All persons or groups shall assume all liabilities for damages which may occur in, on, or about any Bloomfield Hills Schools' facilities while said persons or groups are using those facilities when damage to property or injury to persons is the result of either the acts or negligence of the users or their agents, servants, guests, employees or representatives.
5. The applicant agrees to reimburse promptly any loss or damage occurring during applicant's use of facilities.
6. The charges listed in the rental or services information package include custodial services except where overtime charges are incurred which will be added.
7. Persons or groups who fail to adhere to the policies and regulations established by the Board and by the Superintendent of Schools shall subject themselves to forfeiture of privileges of future use by Bloomfield Hills Schools' facilities.
8. Use of kitchen equipment and facilities is not allowed. The District Food Service Department should be contacted directly to arrange for them to cater the event. Kitchen facilities are defined to include all equipment within the kitchen, use of the oven to warm food prepared off premises, and the counter to serve coffee and food.
9. In the absence of any designated employee of the School District, school facilities shall be under the direct control of the attending custodian.
10. No alcoholic beverages shall be brought to, or consumed in the building or on the grounds of the Bloomfield Hills Schools unless an exception has been granted by the Superintendent.
11. Smoking shall not be allowed in any district facility or property.
12. Parking is restricted to designated areas only, which are established as "parking areas" and where signs are posted.
13. All trash in the nature of paper, cans, garbage and other refuse is to be placed in disposal receptacles where provided, or carried away with the user.
14. The Board of Education or its representatives shall have free access to all rooms or buildings at all times.
15. Individuals or group leaders utilizing facilities may file an evaluation feedback form with the manager of the operations/maintenance on the first day following the use of the facility, describing any concerns or favorable reactions regarding the conditions of the facility, equipment, or manpower services rendered during the use of the facility.
16. Outdoor general rules and regulations are covered by a separate listing available at each of the administrative offices.
17. Regular rental charges will always prevail when an admission charge or moneymaking event is scheduled by individuals or groups not sponsored by Bloomfield Hills Schools.
18. Helium balloons shall not be allowed in any of the cafeterias in the Bloomfield Hills School District.
- 19. No seating available in the fieldhouses of the Middle Schools and High Schools.**
- 20. No food or beverages are allowed in any of the Bloomfield Hills Schools gyms and field houses.**