

**Novi Community School District**  
 25745 Taft Road Novi, MI 48374-2423  
 (248) 675-3400 (248) 675-3435 - Fax

Permit # \_\_\_\_\_

Date Received \_\_\_\_\_

## Application for Facility Use

(please print)

### Customer Information

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (eve) \_\_\_\_\_

Email Address \_\_\_\_\_

**Application Fee \$20 (cash, check or credit card payable to Novi Community Ed) NON-REFUNDABLE**  
**A 50% deposit may be required to reserve your space. (Refundable if cancelled two weeks before event)**

### Facility Requested

Building \_\_\_\_\_ Room(s)/Facility \_\_\_\_\_

Type of Activity \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Will food or beverages be served? Y or N

### Set-up Requested

(check if needed)

\_\_\_\_\_ # of Chairs

\_\_\_ PA System

\_\_\_ LCD Projector

\_\_\_ Microphone

\_\_\_ Projector Screen

\_\_\_\_\_ # of Tables

\_\_\_ Podium

Day of Week	Date	Time Entering Building	Event Start Time	Event End Time	Time Exiting Building	Notes/Room Set-up

(additional space on back)

Day of Week	Date	Time Entering Building	Event Start Time	Event End Time	Time Exiting Building	Notes/Room Set-up

***Please notify the Community Education Office of any cancellations.***

The applicant or authorized official of the organization is hereby authorized to use school facilities based upon the application information given on the reverse side of this form and in accordance with the procedures as established by the Novi Board of Education.

It is hereby agreed that the organization/applicant:

1. will be held responsible for any damage to said school facilities, or for the loss or damage to any furniture, fixture, or other equipment therein.
2. shall not use classroom technology without contacting the Community Education Office. SmartBoards are not to be mistaken for whiteboards or marker boards. Do not use markers of any kind to write on these boards. Smartboards are expensive and the cost to repair due to unauthorized use will be directed to the rental organization using the facility.
3. shall assume all responsibility to supervise and control the behavior of all participants and/or spectators at the indicated activity.
4. shall agree that the consumption of alcoholic beverages or use of tobacco in, or near, or on the premises by any participants and/or spectators is **strictly prohibited**.
5. will save and hold the Novi Community School District harmless of and from any and all loss, damage and/or injury which it might sustain or become liable for, to any person or persons whomsoever, or property, arising from any cause or any reason whatsoever in and about and during the use of said facilities.
6. shall **only allow food in school cafeterias and high school atrium/cafeteria.**
7. ALL persons and events must exit the building before midnight.
8. ***when reserving the High School Baseball Turf - Molded Cleats ONLY for Practices. For Games Cleats can be worn. No consumption of Sunflower Seeds. No consumption of Sports Drink (Water ONLY)***

Please note that doors at all buildings will be open 30 minutes before scheduled evening activities.

Signed: \_\_\_\_\_  
Authorized official of organization/applicant

Approved: \_\_\_\_\_  
Building Principal/designee