

School Year _____

School building requesting _____ Today's Date _____

Organization requesting facility _____

Individual requesting facility _____ Telephone Number _____

Invoice to _____ Email Address _____

Address _____ City _____ Zip _____

Date of Activity _____ Day of Activity _____

Estimated Attendance _____ Start Time _____ End Time _____
AM or PM AM or PM

ROOM REQUESTING

Auditorium _____ Cafeteria _____ Classrooms _____ Football Field _____

Gymnasium _____ Kitchen _____ Library/Media _____ Swimming Pool _____ Other _____

SPECIAL EQUIPMENT AND SERVICES

Tables (Quantity _____) Scoreboard Other _____

Chairs (Quantity _____) Snow Removal

Bleachers (in or out) Lighting - Indoor or Outdoor

Proof of Lifeguard/First Aide/CPR/AED Certification

Lifeguard Signature/Date _____ Lifeguard Signature/Date _____

Please contact the Technology Department at 734-759-5060, if you need to use any type of electronic equipment.
(Examples - CD/DVD player, microphone, extension cords, etc.)

FEES

Rental Fee \$ _____ Total Cost \$ _____

Custodial Cost \$ _____ Deposit \$ _____

Security Cost \$ _____ Balance Due \$ _____

Check box if Certificate of Insurance has been furnished.

**ONLY GYM/TENNIS SHOES SHOULD BE WORN ON THE GYMNASIUM FLOORS.
NO FOOD OR DRINK IN THE GYMNASIUM.
BUILDINGS ARE NOT AVAILABLE ON DAYS THE SCHOOL DISTRICT IS
CLOSED OR NOT IN SESSION!**

Contact Gloria Whitten, phone 734-759-6020, fax 734-759-6019 or email Whitteg@wy.k12.mi.us to reserve any room in the district. (Examples - auditorium, cafeteria, fields, gymnasium, swimming pools, etc.) Please return this form to the Operations Department at 639 Oak Street, Wyandotte, Michigan, 48192.

Signature of School Official/Date _____

Signature of Applicant/Date _____

XC: Principal/Administrator/Maintenance/File

School Year _____

Wyandotte Public Schools

AGREEMENT TO HOLD HARMLESS AND INDEMNIFY

We agree to defend, indemnify and hold harmless Wyandotte Public Schools from and against any and all liabilities, claims, damages, penalties, actions, suits, losses, costs, and expenses arising out of or in connection with the use of said premises. We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises. We hereby acknowledge that Wyandotte Public Schools does not carry medical pay coverage on the premises referenced herein. This agreement to defend, indemnify and hold harmless specifically includes all claims arising out of any accident or other occurrence on or about said premises causing injury to any person or property.

Signature of School Official

Signature of Applicant

Date

Date