Fennville Public Schools – Building Use Request

Please submit a minimum of 2 weeks prior to the requested date.

To: Facilities/Central Office dan.rastall@Fennville.org

Name/Group: _____ Date: _____

Phone/Address/Email: _____

Event: _____ Event Start/End Time: _____

Date(s) Requested: _____One-Time ____ Weekly ____ Monthly ____

Building: FES____ FMS____ FHS____ CAC____ Board Room _____ Room #/Other_____

Preferred Entrance: _____ Unlock at: _____ Lock at: _____

Service Equipment Request (check all that apply)

Chairs (qty) ____ Tables (qty) ____ PA System ____ Projector ____ Other _____

Will food be served? Yes ____ No ____ Will beverages be served? Yes ____ No ____ Other Requests? _____

By signing below, I agree that my organization's use of these facilities will follow all policies of Fennville Public Schools, and that I may be held responsible for any damage to the facilities caused by my group. I also understand that there may be fees associated with my group's use of these facilities (see below) and I agree to pay all costs associated with such use. Request is considered approved when returned to the requestor with signatures below. Please notify the Central Office (269-722-3350) or email nikki.white@fennville.org if you need to cancel your request.

Requestors Signature: _____

Building Administrator: _____ Date: _____

Director of Facilities: _____ Date: _____

Fennville Public Schools reserves the right to determine which activities will be allowed on school property. All approved activities must adhere to the policies of Fennville Public Schools. Custodial and equipment fees will be assessed in addition to the rental fees shown as determined by the district. Additional set up charges may also apply depending on what is required. For FPS school sponsored groups, rental fees will not be charged (additional custodial fees may apply if the activity requires custodial services outside of the normal work schedule).

Location	Fee per Hour	Hours	Fee
Auditorium	$60		
CAC Community Room	$30		
CAC Court	$30 per court		
Cafeteria	$30		
Cafeteria with Kitchen	TBD		
Classroom	$15		
Gym – Elementary	$30		
Gym – Middle School	$60		
Gym – High School	$75		
Stadium	$450 (3 Hours)		
Custodial Charges	$25		
Equipment & Set Up Fees	TBD		

Total Rental Fees $_____