

**CENTREVILLE PUBLIC SCHOOLS**  
**ACTIVITY/ TRIP / BUILDING USE REQUEST**



**NAME OF GROUP / ORGANIZATION:** \_\_\_\_\_

**CONTACT NAME FOR ACTIVITY COORDINATOR:** \_\_\_\_\_

**PH#** \_\_\_\_\_ **DATE SUBMITTED:** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**MAILING ADDRESS (Non-employee only.)** \_\_\_\_\_

Please describe the event FULLY, including exact location, participants, and purpose. Please also check any additional services needed. Anyone using Centreville Schools' facilities may be required to provide proof of liability and insurance coverage.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Set-Up Time:** \_\_\_\_\_  
**Event OR Trip Start/Leave Time:** \_\_\_\_\_  
**Event OR Trip End/Return Time:** \_\_\_\_\_

**Please check the following additional services needed:**

- Custodial Set Up (Tables & Chairs) \_\_\_\_\_ → Total number needed: \_\_\_\_\_
- Custodial Clean Up (Charges may apply for any custodial needs.)
- Bus Transport \_\_\_\_\_ → A bus reservation was completed    Y   N
- Liability form completed. (Employees only.)
- Insurance form on file. (For non-employee community events only.)
- Students will need sack lunches from school kitchen. → Total number lunches: \_\_\_\_\_
- There is a cost for this trip. Invoice is attached. (Employees only.)
- There is a cost for this trip. I will bring the invoice to you after we attend. (Employees only.)
- There is no cost for this trip. (Employees only.)
- This event will include chaperones. (Chaperones may need to be fingerprinted or have a background check on file.)

\_\_\_\_\_  
**Building Principal** \_\_\_\_\_  
**Date**

**Additional facilities use comments/notes:**  
\_\_\_\_\_  
\_\_\_\_\_

## **BUILDING USE POLICY – REGULATIONS**

Areas that can be reserved:

**High School:** Library, Cafeteria, Kitchen (with on-staff member present), Teachers' Lounge, Gym and Locker Rooms

**Elementary:** All-Purpose Room, Cafeteria, Kitchen (with on-staff member present), Gym.

### Fees to be charged:

Library	\$50 *	
Cafeteria	\$75 *	
Kitchen	\$75 *	
Teachers' Lounge	\$25 *	
Gym	\$150*	
Locker Room	\$30 *	
Elementary Commons	\$50 *	
J/SHS Room	\$40 *	*plus applicable custodial fees if required

Groups not charged a rental fee: Custodial fees still apply, unless a CPS staff person is in attendance.

All groups connected with youth or education

- Boy Scouts –Round Table
- Band Boosters
- Athletic Boosters
- Western MI University Extension
- Future Farmers of America
- Adult Education
- County Board of Education
- Lions Club
- Glen Oaks College
- Farm Bureau
- Junior Chamber of Commerce
- Parent/Teacher Organization
- 4-H
- Soil Conservation

The building facilities of Centreville Public Schools are designed primarily for the use of the School, and school activities will have priority in the use of the buildings at all times. Other groups may use the facilities by securing a written permit from the Superintendent (or his designated agent in his absence).

All groups using the building must make prior arrangements concerning payment of any fees required. The Superintendent may reject any request for use of the building, if in his opinion, such use would not be in the best interests of the school district. Applicable forms for usage are available in the administrative offices.

### **Groups using the buildings will be subject to the following requirements:**

1. Prior approval before using any materials on floors.
2. Prior approval of any decorations is subject to administrative law R 28.109.
3. Accepting full responsibility and ANY damage or loss pursuant to GSL 38.1268 (3).
4. No smoking in the school building or on school premises.
5. No liquor or other alcoholic beverages will be permitted on school property at any time.
6. Areas used must be adequately cleaned up after use and restored to original condition prior to the next scheduled school use.