



# REED CITY AREA PUBLIC SCHOOLS

*Every Student, Every Day...Commit, Succeed, and Lead*

## Administrative Office

225 W. Church Avenue, Suite A • Reed City, MI 49677  
Phone 231.832.2201 Fax 231.832.2202 www.reedcityschools.org

### 3304-F Facilities Use Request Form

Requester Name ("Requester"): \_\_\_\_\_

Organization Name ("Organization"), if applicable: \_\_\_\_\_

Requester's Position within Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

- Type of Group:  Student Group  
 Non-Curricular Education Group  
 Non-Student Group

Is your organization a registered 501(c)(3) or other nonprofit?  Yes  No

Is your organization a governmental body?  Yes  No

Description of Requested Use: \_\_\_\_\_

\_\_\_\_\_

Date of Requested Use: \_\_\_\_\_ Approximate Number of Attendees: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Facilities/Room(s) Requested: \_\_\_\_\_

- Additional Requests:  Equipment  
 Custodial (set up, tear down, cleaning)  
 Kitchen (cooking, serving, cleaning)  
 Technology (sound, lighting)  
 Miscellaneous/Special Requests

If yes to any, please describe: \_\_\_\_\_

\_\_\_\_\_

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Will a fee be charged for admission and/or parking?  Yes  No

Name of Supervising Adult (if other than Requester): \_\_\_\_\_

As the Supervising Adult, I have read and understand Policy 3304, Use of District Property. I will abide by, and I will ensure that all permitted attendees abide by, the terms of that Policy.

I understand that submitting this request does not guarantee my requested use of District property. I will not access District facilities related to this request, nor will I allow such access by individuals affiliated with the Organization (if applicable), without first obtaining permission from the Superintendent or designee.

I acknowledge that: (i) student groups take priority over non-student groups; (ii) I may have to pay a fee to use the requested District facilities; (iii) I am primarily responsible to supervise the event, maintain order and safety, and protect District property; (iv) I am primarily responsible for any damage caused to District property related to the event; and (v) I may be required to provide proof of adequate insurance before using District property. Both for myself and the Organization (if applicable), I agree to indemnify and hold harmless the District from any personal injury or property damage incurred because of the use(s) requested herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_