



Request for Use of School Facilities @ Bentley Community Schools

1170 N. Belsay Road, Burton, MI 48509

Date	
Name/Organization	
Address	Phone

I/we seek permission to use the following school facilities:

School Building	Room(s)
Date(s)	Hours (from-to for each day)
Purpose	
Name of Adult in Charge:	
Address:	
Phone:	
We wish entrance to the building at: _____ (time). We wish to vacate the building by: _____ (time).	
We (WILL/WILL NOT) charge an admission fee. We expect an attendance of approximately _____ people.	

Will any non prepackaged food be sold at the event?	Yes/No
If "yes", will it be catered by a licensed individual present during all hours of operation?	Yes/Not Applicable
Name of person in charge (as required by the Health Department):	
Does the event require facility kitchen use?	Yes/No (Note: If yes, the hourly rate for kitchen staff is \$20/hour for first 5 hours, \$30 per hour each additional hour)
Please note: Per Health Department regulations, no food prepared by a licensed kitchen or without the proper temporary food establishment license can be brought into any building and sold under any circumstances. All requests may be subject to custodial charges at the rate of \$20/hour with a minimum two hour charge.	

Additional Requests or Comments:

It is understood that school district activities take preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity.

If permission is granted, the requesting party agrees to the following:

1. There shall be no use of tobacco, alcoholic beverages, liquors or illegal drugs on school property. Any person appearing to be under the influence of illegal drugs or an intoxicating substance will not be permitted in any building.
2. An authorized school district employee may be required to be on school grounds at all times during facilities use.
3. Requesting organizations must provide sufficient and competent adult supervision at all times during use of the facilities.
4. Any materials or decorations being supplied must be fireproof and determined harmless to floors, walls, etc.
5. Any request for kitchen facilities may require the presence of a properly trained kitchen staff member and therefore additional labor costs.
6. All parties must be responsible for any accidents, injuries, loss, theft or damage of school property sustained by any person attending or participating in the program and to any building, site, grounds, equipment or furniture related to the use of the above-mentioned school facilities, and is responsible for any replacement cost, damages, or loss incurred.
7. Any individual or group using district facilities agrees to hold the Board harmless from any liability arising from such usage and will provide written proof of insurance when required.
8. Failure to pay any required usage fees prior to the requested date will be considered forfeiture of usage approval.

Name of Organization/Person/Group	
Signature	
Address	Phone

For District Use Only	
Rental Fee:	All fees are payable in advance and checks are to be made payable to "Bentley Community Schools."
This approval is subject to certain other conditions as set forth below:	
This request has been approved and granted. Signature Approval of Superintendent:	
Date	
Request forms must be turned into the <u>Superintendent's Administrative Assistant</u> for approval. Copies of approved form are provided to: <input type="checkbox"/> Superintendent <input type="checkbox"/> Maintenance/Operations <input type="checkbox"/> Building Secretaries <input type="checkbox"/> Organization Seeking Approval (if requested) <input type="checkbox"/> Accounts Payable (if payment is required)	