



Facility Use Request

Charlevoix High School Facilities and/or Equipment

5200 Marion Center Road, Charlevoix 49720

231-547-3222

Date of this request:

Name of group making request:

Representative of group responsible for use and care of property:

Building requested: Specific room:

Purpose:

Date(s) to be used:

Set up time: Starting time of event: Ending time of event:

Time the group will be leaving the building:

Services required – Custodial Cook Supervision Other

I am aware of the policies of the Charlevoix Board of Education governing the usage of public school facilities and equipment and hereby represent this group as the responsible party for all privileges and obligations surrounding this request.

Signature of representative soliciting use of facilities

Address: Phone: E-mail:

*If school is cancelled, the building will not be available for use!
No food or drinks allowed in the academic wing of the high school.
Please leave the building as neat and clean as you found it! Thank you.*

Please submit this form to the principal's secretary. Copy will be returned upon approval.

Availability checked by:

Approved by: (Principal or representative)

Date:

Personnel assigned to work:

Expense amount to be paid by soliciting party for custodial/usage fees:
(For amount to charge for the room fee and custodial fee, principal or representative is to contact the central office - before the copies are returned to the person requesting the facility.)

Copies to: Principal Athletic Director Lead Custodian Participant Central Office