



FACILITIES & SERVICES REQUEST

(PLEASE TYPE OR PRINT WITH BALL POINT PEN ONLY) **REQUEST NO.** _____

SCHOOL FACILITY REQUESTED _____ AREA ROOM NO. _____

DAY(S) & DATE(S) NEEDED: _____

PREPARATION WILL BEGIN AT _____ EVENT WILL BEGIN AT _____ END AT _____

REQUESTING ORGANIZATION _____

ADDRESS _____ CITY _____ ZIP _____

PURPOSE OF FUNCTION (BRIEF) _____

WILL ADMISSION/COLLECTION BE LEVIED? _____ HOW MUCH? _____

FOR WHAT PURPOSE IS THE MONEY TO BE USED? _____

ORGANIZATION TYPE () INTRA-SCHOOL ORG. () SCHOOL DEPARTMENT () COMMUNITY GROUP () PRIVATE INDIVIDUAL () OTHER (SPECIFY) _____	FACILITIES REQUEST () NUMBER OF PEOPLE _____ () NUMBER OF CHAIRS _____ () NUMBER OF TABLES _____ () TYPE OF TABLES _____ _____	IF SPECIAL SET UP, DRAW ROOM LAYOUT DUE TO ALLERGIES – PLEASE BRING PEANUT FREE SNACKS ONLY
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SERVICE REQUEST		FEES	ESTIMATED	ACTUAL
() P.A. SYSTEM	() SECURITY GUARD	FACILITY RENTAL	_____	_____
() PODIUM (If available)	() KITCHEN HELPER	CUSTODIAL COST	_____	_____
() KITCHEN WILL BE USED	() SUPERVISOR	FOOD SERVICE	_____	_____
() BEVERAGES WILL BE SERVED	() MAINTENANCE MAN	KITCHEN HELP	_____	_____
() FOOD WILL BE SERVED	() SCOREBOARD	OTHER	_____	_____
() DECORATIONS WILL BE PUT UP	() ATHLETIC FIELD LIGHTS	TOTAL COST	\$ _____	\$ _____
() LOCKERROOM – MEN <input type="checkbox"/> WOMEN <input type="checkbox"/>	() SIGN LANGUAGE INTERPRETER			

“THE APPLICANT HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS THE SCHOOL DISTRICT FROM ANY LIABILITY FOR DAMAGES TO ANY PERSON OR PROPERTY IN OR ABOUT THE SCHOOL DISTRICT PREMISES FROM ANY CAUSE WHATSOEVER. ALL PERSONS OR GROUPS USING SCHOOL FACILITIES SHALL BE RESPONSIBLE FOR THE PROPER SUPERVISION, CONTROL AND ACCOMMODATION OF PERSONS ATTENDING THE ACTIVITY. THE APPLICANT AGREES TO BE RESPONSIBLE FOR THE PRESERVATION OF ORDER.”

SIGNATURE OF APPLICANT (also print name after) _____ DATE _____

ADDRESS _____ CITY _____ ZIP _____

PHONE: _____ (RESIDENCE) _____ (BUSINESS)

- THIS REQUEST IS **APPROVED** (EXCEPT FOR DATES NOTED UNDER “COMMENTS” BELOW).
- THIS REQUEST IS **NOT APPROVED**.

COMMENTS: _____

DATE _____ SIGNED _____

(PLANT FACILITY & OPERATIONS) (BUILDING PRINCIPAL)

Bloomfield Hills Schools • Physical Plant Services • 4220 Andover Rd. • Bloomfield Hills, MI 48302 • (248)341-5480

In case of an after hours emergency call (248)941-3011

In case of cancellation, at least 24 hrs. notice is required. A 10% administration fee will be withheld on reservation refunds

BLOOMFIELD HILLS SCHOOLS TIME GUIDELINES FOR EVENING STUDENT ACTIVITIES

1. At the elementary level those evening activities which are scheduled (such as concerts and PTO functions) are over by 9 p.m.
2. Middle school activities scheduled in the evening will be concluded by 9:30 p.m.
3. At the high school level games and programs are generally over by 10 p.m. Practices will be concluded by 10 p.m. on weeknights with the exception of a few musical presentations may run until 10:30 p.m. On Fridays and Saturdays, games and overtime dances may last until midnight.
4. Any event which will need to be scheduled past 10 p.m. will need special approval by the principal, or designee, on the facility request form.

GENERAL RULES AND REGULATIONS

1. All persons or groups using school facilities shall be responsible for the proper supervision, control and accommodation of persons attending the activity. The applicant is held responsible for the preservation of order.
2. The Board of Education assumes no responsibility for properties left on the premises by the applicant.
3. All district equipment and their arrangements shall be under the control of the Board of Education.
4. All persons or groups shall assume all liabilities for damages which may occur in, on, or about any Bloomfield Hills School District facilities while said persons or groups are using those facilities when damage to property or injury to persons is the result of either the acts or neglects of the users or their agents, servants and employees.
5. The applicant agrees to reimburse promptly any loss or damage occurring during applicant's use of facilities.
6. The charges listed in the rental or services information package include custodial services except where overtime charges are incurred which will be added when determined.
7. Persons or groups who fail to adhere to the policies and regulations established by the Board and by the Superintendent of Schools shall subject themselves to forfeiture of privileges of future use by Bloomfield Hills School District facilities.
8. All uses of kitchen equipment or facilities in the preparation of food will require the assistance of District Food Service staff for preparation, cleanup and supervision. Kitchen facilities are defined to include all equipment within the kitchen, but not the simple use of the oven to warm food prepared off premises, or the counter to serve coffee and food.
9. In the absence of any designated employee of the School District, school facilities shall be under the direct control of the attending custodian.
10. No alcoholic beverages shall be brought to, or consumed in the building or on the grounds of the Bloomfield Hills Schools.
11. Smoking shall not be allowed on any district facility of property.
12. Parking is restricted to designated areas only, which are established as "parking areas" and where signs are posted.
13. All trash in the nature of paper, cans, garbage and other refuse is to be placed in disposal receptacles where provided, or carried away with the user.
14. The Board of Education or its representatives shall have free access to all rooms or buildings at all times.
15. Individuals or group leaders utilizing facilities may file an evaluation feedback form with the manager of the operations/maintenance on the first day following the use of the facility, describing any concerns or favorable reactions regarding the conditions of the facility, equipment, or manpower services rendered during the use of the facility.
16. Outdoor general rules and regulations are covered by a separate listing available at each of the administrative offices.
17. Regular rental charges will always prevail when an admission charge or moneymaking event is scheduled by individuals or groups not sponsored by Bloomfield Hills Schools.
18. Helium balloons shall not be allowed in any of the cafeterias in the Bloomfield Hills School District.
- 19. No seating available in the fieldhouses of the Middle Schools and High Schools.**
- 20. No food or beverages are allowed in any of the Bloomfield Hills Schools gyms and fieldhouses.**