

GULL LAKE COMMUNITY SCHOOLS  
11775 East D Ave.  
Richland, MI

SCHOOL FACILITY RESERVATION REQUEST

Today's date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Sponsor \_\_\_\_\_

Sponsor's Address \_\_\_\_\_

Phone \_\_\_\_\_

Requests the use of \_\_\_\_\_  
(building or space)

on \_\_\_\_\_ from \_\_\_\_\_ am pm to \_\_\_\_\_ am pm

Purpose of reservation \_\_\_\_\_

Certificates of liability insurance must be obtained from any group or organization which may rent any portion of the school district's premises. Insurance Policy No. \_\_\_\_\_

Special needs: (equipment, set-up, kitchen facilities, etc.)

The person signing this application must be a responsible representative of the organization and agrees to assume responsibility for the designated areas and its care during the time indicated. The individual binds the organization to make full payment of any charges listed below. The sponsor further agrees to comply with the terms and conditions appearing on this application and with the basic policies for use of school facilities.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_  
Community Ed Building Principal

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**Facility Use Fees - Must be Paid in Advance**

Charges: Rental fee (\_\_\_\_\_ per hour X \_\_\_\_\_) = \_\_\_\_\_  
Custodial fees (\_\_\_\_\_ hr X \_\_\_\_\_) = \_\_\_\_\_  
Equipment (\_\_\_\_\_) = \_\_\_\_\_  
Other (\_\_\_\_\_) = \_\_\_\_\_  
(\_\_\_\_\_) = \_\_\_\_\_

Total \_\_\_\_\_

Make payable to Gull Lake Community Schools, 11775 East D Ave, Richland, MI, 49083

Thank you. Copies: Community Ed, User, Building Principal, Custodial