

### BUILDING USE REQUEST FORM FOR RAVENNA PUBLIC SCHOOLS

Submit all forms to:

Ravenna Public Schools

12322 Stafford Street

Ravenna, MI 49451

231-853-2231 (Phone)

231-853-2193 (fax)

1. I request use of the \_\_\_\_\_ (Building) \_\_\_\_\_ (Room(s) or area)

2. Name of Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Primary Responsible Person:

Alternate Responsible Person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address Phone

\_\_\_\_\_  
Address Phone

3. Please list the date(s) you wish to reserve the facility:  
\_\_\_\_\_  
\_\_\_\_\_

4. Please list the time(s) associated with the activity:

Hours requested \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Time building to be opened \_\_\_\_\_ am/pm Time all to be out \_\_\_\_\_ am/pm

5. How many people do you anticipate in attendance? \_\_\_\_\_ Will food be sold/served? \_\_\_\_\_

6. What equipment or arrangements do you need? (Chairs, tables, sound, bleachers, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

7. Rental Charge: \_\_\_\_\_ for Class I II III (circle one) Key Deposit: \_\_\_\_\_

Custodial Fee: \_\_\_\_\_ Cook's Fee \_\_\_\_\_ Date Key Deposit Refunded: \_\_\_\_\_

Total Charge of \_\_\_\_\_ to be paid on or before \_\_\_\_\_ Date paid: \_\_\_\_\_

8. I agree to be responsible to the Board of Education for the use and care of school property. I further agree:
- A. To leave the facilities used in satisfactory condition or an additional fee of \$50.00 will be charged.
  - B. That the characteristic of the entertainment will conform with the regulations governing the use of facilities in the Ravenna Public Schools.
  - C. To fulfill any written regulations stipulated by the Board of Education.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

9. RETURN TO ADMINISTRATION OFFICE

For Central Office Use Only:

Principal  Maintenance  Bldg Custodian  Admin. Office  Group Using Facility  Food Service  Technology  Athletic Director

