

# Grass Lake Community Schools

Attn: Community Services  
899 South Union St. , Grass Lake, MI 49240  
Phone: (517) 867-5544 - Fax (517) 522-8195

Current Date

## APPLICATION FOR USE/RENTAL OF SCHOOL FACILITIES

Name of Organization

Type of Group (Select One)

Individual Responsible for Event

Address  Phone Number

City, State  E-Mail

Requested Date(s)  Start Time  End Time

Building Requested  Space Requested

Description of Event

Candles, or open flames, will be used during this event  If yes, Community Services Director will gain approval from the local Fire Marshall and School Superintendent.

Attendance Expected  Admission Charge

\*If fund raising event, proceeds will be used for benefit of

**Following is a set of established guidelines on which this agreement is based. Please read prior to signing this form.**  
It is hereby agreed, if approval is granted, that the Board of Education of the Grass Lake Community Schools will not be responsible for any bodily injury sustained, for damage to said school facilities, or the loss or damage to any furniture, fixtures or other articles therein. It is further agreed by the undersigned that said organization will save and hold the Grass Lake Community Schools Board of Education harmless of an from any and all loss, damage or injury which it might sustain or become liable for, to any persons whomsoever.

Signature & Title

Submit completed form by: 1. Print, sign and mail form to the address at the top of the page, OR  
2. Print, sign and fax the form to the Community Services Office at 517-522-8195

**SCHOOL SPONSORED ACTIVITIES AND SPORTS TAKE PRIORITY OVER OUTSIDE GROUPS. THE SCHOOL RESERVES THE RIGHT TO CANCEL OR RESCHEDULE YOUR ACTIVITY IF THE FACILITIES ARE NEEDED FOR A SCHOOL TEAM OR ACTIVITY.**

Building Principal Approval \_\_\_\_\_ Date \_\_\_\_\_ Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_