



Swartz Creek Community Schools

Facility Usage Form

8354 Cappy Lane

Swartz Creek, MI 48473

Phone: (810) 591-2300

<u>APPLICATION ONLY</u> A permit will be issued when the event is authorized and scheduled by the Community Education Office. If a rental fee is applicable, payment is due with application. Call the Community Education Office at (810) 5921-4388 if you have questions regarding rental fees.	Mary Crapo 8197 Miller Rd. (810) 591-4388	High School One Dragon Dr. (810) 591-1815	Middle School 8230 Crapo St. (810) 591-1785	Dieck Elementary 2239 Van Vleet Rd. (810) 591-5260
	Elms Road Elementary 3259 Elms Rd. (810) 591-1287	Gaines Elementary 300 Lansing St. (810) 591-1075	Morrish Elementary 5055 W. Maple Ave. (810) 591-3730	Syring Elementary 5300 Oakview Dr. (810) 591-1338

Application Date: _____ Building Requesting: _____

Sponsoring Group: _____ Official in Charge: _____

Signature: _____

Address: _____

Phone: _____ Alternate Phone: _____

Description of Activity: _____

Room Requesting: _____ # of Participants: _____

Day & Date of Activity: _____

**If activity will be meeting on a regular basis, please attach a COMPLETED school year calendar along with your application.*

Time Needed for Activity – Start: _____ End: _____

Additional Set Up or Tear Down Time? _____

INDICATE ANY ADDITIONAL EQUIPMENT NEEDED:

Chairs: _____ Microphone: _____ Spot Light: _____ Coffee Urn: _____ Podium: _____ Other: _____

All facility requests must be made 10 days prior to date of activity and submitted to the principal of the requested building. If a rental fee is involved with the activity, all payments must be made prior to scheduling the event. Payments can be made at the Community Education Office in the Mary Crapo Building.

Building Principal Approval

Signature: _____ Date: _____

Community Education Office Approval

Signature: _____ Date: _____