

**For Scout Use**  
**Birmingham Public Schools**  
**2011-2012 SCHOOL YEAR APPLICATION FOR COMMUNITY USE OF DISTRICT FACILITIES**

---

<b>Contact Person</b>	<b>E-Mail Address</b>	<b>Name of Group of Organization</b>	<b>Home Phone</b>
-----------------------	-----------------------	--------------------------------------	-------------------

---

<b>Street Address</b>	<b>City</b>	<b>Zip Code</b>	<b>Cell Phone</b>
-----------------------	-------------	-----------------	-------------------

Request the use of the facilities at the following schools: \_\_\_\_\_  
School – 1<sup>st</sup> Choice School – 2<sup>nd</sup> Choice

Please circle the day(s) requesting: Mon – Tues – Wed – Thurs – Fri    Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_ Number of People \_\_\_\_\_

Representative of organization who will be present during event: \_\_\_\_\_

**CHECK THE FACILITIES DESIRED:** Refer to [www.communityed.net](http://www.communityed.net) for fee schedule.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Auditorium           | <input type="checkbox"/> Media Center      | <input type="checkbox"/> Football Stadium              |
| <input type="checkbox"/> Little Theatre       | <input type="checkbox"/> Teachers Lounge   | <input type="checkbox"/> Pool                          |
| <input type="checkbox"/> Gymnasium            | <input type="checkbox"/> Parking Lot       | <input type="checkbox"/> Locker Rooms                  |
| <input type="checkbox"/> Cafeteria            | <input type="checkbox"/> Multipurpose Room | <input type="checkbox"/> Classrooms (Specify Quantity) |
| <input type="checkbox"/> Kitchen              |  |  |
| <input type="checkbox"/> Other Describe _____ |  |  |

\*For Grass Fields: Please fill out a FIELD APPLICATION. (Download from [www.communityed.net](http://www.communityed.net), or call our office at (248-203-3800).)

**EQUIPMENT AND SPECIAL REQUESTS:** Refer to the brochure for equipment fee schedule (indicate number needed):

- |   |                                     |                                 |  |
|---|-------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Chairs               | <input type="checkbox"/> Microphone | <input type="checkbox"/> VCR/TV |  |
| <input type="checkbox"/> Tables               | <input type="checkbox"/> Podium     | <input type="checkbox"/> DVD/TV |  |
| <input type="checkbox"/> Projector            | <input type="checkbox"/> Screen     |                                 | *** Quantities & Equipment ***<br>Based on availability. |
| <input type="checkbox"/> Other Describe _____ |                                     |                                 |  |

*I (we) have read the policies governing the use of school buildings and agree to meet the requirements of them. In addition, I (we) agree to indemnify and hold harmless the school district and its agents and employees from and against all claims, damages, organization's use of the school facility including bodily injury, sickness, disease, or death or injury to or destruction of tangible property including the loss of use resulting therefrom and including loss or theft of damage to any, of the school district's fixtures, equipment and personal property which are a part of or located on the premises and including such property owned by students or employees of the school district. I (we) understand that no guns, weapons, or guard dogs are allowed in any school building or on any school district property without prior written permission. (Government law enforcement officers are exempt; private security guards are not exempt).*

---

<b>Signature and Title</b>	<b>Date</b>
----------------------------	-------------

Return application and \$25 non-refundable application fee to Birmingham Community Education.  
 Make checks payable to **"Birmingham Public Schools."**

This application process as described must be completed prior to consideration by this office.