

# For Scout Use

## Birmingham Public Schools

**2016-2017 APPLICATION FOR COMMUNITY USE OF DISTRICT FACILITIES**  
**Please use separate applications for SPECIAL EVENTS – NO additional application fee required.**

Contact Person	E-Mail Address	GSA Troop / BSA Troop/ Pack Number	Home Phone
Street Address	City	Zip Code	Cell Phone
Person Responsible for Billing	E-Mail Address	Cell Phone	Home Phone

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

**Please list the days, dates and times (attach a separate list if necessary): Limited availability from 4-6 pm.**


Leaders who will be present during meeting: \_\_\_\_\_

**CHECK THE FACILITIES DESIRED: Rental rates vary. Please refer to [www.communityed.net](http://www.communityed.net) for fee schedule. NOTE: Regular Meetings allowed in Common Areas\* ONLY.**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Auditorium           | <input type="checkbox"/> Media Center                          | <input type="checkbox"/> Multipurpose Room*        |
| <input type="checkbox"/> Little Theatre       | <input type="checkbox"/> Parking Lot                           | <input type="checkbox"/> Gymnasium*                |
| <input type="checkbox"/> Cafeteria            | <input type="checkbox"/> Classrooms (not for regular meetings) | <input type="checkbox"/> Hallways/Pods (W Maple) * |
| <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:** Based on availability. Extra staffing and rental costs may be applied.

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).*

**PLEASE NOTE: Any change or cancellation of a meeting or event must be made IN WRITING at least 48 hours in advance to avoid incurring charges. Please fax (248.203.3818) or email the information immediately to Meli Zikakis ([Mzikakis@birmingham.k12.mi.us](mailto:Mzikakis@birmingham.k12.mi.us)).**

\_\_\_\_\_  
**Signature** **Print Name** **Date**

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

Please complete this application and insure all fees are current from previous year. If you have additional information as a part of this application, please feel free to include a separate sheet of paper for these details.

Birmingham Community Education • 2436 W. Lincoln, F102 • Birmingham MI 48009 • 248-203.3800 • [ce-info@birmingham.k12.mi.us](mailto:ce-info@birmingham.k12.mi.us)  
**NOTICE OF NONDISCRIMINATION** The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.