



## Birmingham Community Education 2017-2018 Adult Community Sports Gym Programs

August 2017

Dear Gym Renter,

Birmingham Public Schools Community Education Department is pleased to present another year of Community Gym rentals.

We have made a change in how we will collect your payments. You will need to be "enrolled" in our registration system at [www.communityed.net](http://www.communityed.net).

- 1.) Fill out the 2017-2018 Adult Community Sports gyms application (see below) and mail or drop off the non-refundable \$25.00 application fee.
- 2.) Once processed, you will receive a class ID number, which will allow you to register online at [www.communityed.net](http://www.communityed.net). Call me at 248-203-3811 if you need assistance. You will be prompted to pay by VISA or MasterCard. If you prefer to pay by check, please call and let me know and allow enough time for it to process.
- 3.) Once enrolled, we will send you your Facility Use Permit for the Fall season. As you know, without a Facility Use Permit in hand, the gyms are inaccessible.

**We require each season paid in full before the season starts.**

(Fall=September-December; Winter=January-March; and Spring=April-mid-May.)

**PLEASE NOTE: If your group has any outstanding balances, your application will not be processed.**

In case of a cancellation, a credit will be issued and applied to your next invoice --- provided the cancellation policy is observed.

To clarify, our policy is listed here:

**"Please note that you will need to send any changes to your permit in writing 48 hours in advance. If you will not be using the gym on a specific date, or wish to cancel your gym use entirely, please fax (248-203-3818) or email that information to Meli Zikakis ([MZikakis@birmingham.k12.mi.us](mailto:MZikakis@birmingham.k12.mi.us)). If you do not notify us 48 hours in advance in writing, you will be responsible for payment. We regret that we cannot accept phone cancellations."**

On days when schools are closed due to inclement weather, please check the Birmingham Community Education homepage at [www.communityed.net](http://www.communityed.net) to check the status of Community Education rentals and programs. Decisions about evening cancellations will be made no later than 2 p.m. of that day.

**The Adult Community Sports Gym Programs application is accepted on first-come, first-served basis.** If you are interested, please send back the attached application with the \$25 non-refundable application fee in person, by email, fax or mail. Requests will be scheduled upon receipt of your application and application fee. We accept Visa, Master Card, cash and checks (Made out to "Birmingham Public Schools"). We will try to honor all requests, but there is no guarantee that you will be able to play where you played last year. I have included a link to the new application:

[https://birmingham.augusoft.net/customers/birminghamps/files/2017-2018\\_Adult\\_Community\\_Sports\\_Gym\\_Rental.pdf](https://birmingham.augusoft.net/customers/birminghamps/files/2017-2018_Adult_Community_Sports_Gym_Rental.pdf)

**Please note:** BPS school events preempt a Community Education rental and your rental may be cancelled

The rental year will begin at the end of September and end the second week of May.

Please call or email me if you have any questions.

Thank you.

**Meli Zikakis**

Phone: 248-203-3811 / Fax Number: 248-203-3818 / Email: [MZikakis@birmingham.k12.mi.us](mailto:MZikakis@birmingham.k12.mi.us)  
Birmingham Community Education, 2436 West Lincoln, Suite F102, Birmingham, MI 48009

**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, and 248.203.3000.