



**Birmingham Community Education
2018-2019 Adult Community Sports Gym
Programs**

August 2018

Dear Gym Renter,

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

We are continuing with the changes made to our billing procedures.

- 1.) Fill out the 2018-2019 Adult Community Sports Gyms application. The non-refundable \$25.00 application fee may be made by cash check or credit card.
- 2.) We will send you a confirmation and the amount due. ***We require each season paid in full before your season starts.***
- 3.) Once you have paid in full, we will send you your Facility Use Permit for the season. As you know, without a Facility Use Permit in hand, the gyms are inaccessible.

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. We ask that Renters be responsible for keeping track of their cancellations.

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). 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 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 check (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:

[2018-2019 Gym Application](#)

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
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.