



**Birmingham Community Education 2019-2020 Adult  
Community Sports Gym Programs**

August 2019

Dear Gym Renter,

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

To meet rising custodial costs we have raised our rental rates slightly across the board.

**Procedure to rent a Gym:**

- 1.) Fill out the 2019-2020 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 not accessible.

**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](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 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:

2019-2020 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](mailto:MZikakis@birmingham.k12.mi.us)  
Birmingham Community Education, 2436 West Lincoln, Suite F102, Birmingham, MI 48009**

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