



BIRMINGHAM COMMUNITY EDUCATION  
2436 West Lincoln, F102  
Birmingham, MI 48009  
phone: 248.203.3800 / fax: 248.203.3818  
www.communityed.net

## 2025-2026 APPLICATION FOR COMMUNITY USE OF DISTRICT FACILITIES

*Auditoriums, Fields, Pools and Stadium Rentals are NOT included on this application.*

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_ Will your group be charging admission? Yes/No

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City & Zip Code: \_\_\_\_\_

Is this organization a BPS Related group? Yes/No Please describe: \_\_\_\_\_

Purpose of event: \_\_\_\_\_ # of people attending: \_\_\_\_\_

Representative(s) of organization who will present during the event: \_\_\_\_\_

Phone number(s) to be used on event day: \_\_\_\_\_

Facility Preference: (1st Choice) \_\_\_\_\_ (2nd Choice) \_\_\_\_\_

Day(s) & Date(s): \_\_\_\_\_

Set up from \_\_\_\_\_ to \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_ Take down from \_\_\_\_\_ to \_\_\_\_\_

**PLEASE NOTE:** If an individual and/or organization makes a change to the event's schedule after the invoice due date, there will be an additional \$100 fee. If the event exceeds the time parameters on the event date, either arriving early or leaving late, the additional time will be billed at double the current rate.

**LIABILITY INSURANCE REQUIREMENTS:** The minimum liability limits of such public liability insurance and property damage shall be in the amounts of one million (\$1,000,000) dollars per claim, and two million (\$2,000,000) dollars aggregate, and the Birmingham Public Schools shall be a named insured or additional insured under all policies.

### Facilities Desired - Please check all that apply.

|                                                                 |                                                    |                                                            |
|-----------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Auditorium                             | <input type="checkbox"/> Media Center              | <input type="checkbox"/> Large Classroom (# needed? _____) |
| <input type="checkbox"/> Little Theater                         | <input type="checkbox"/> Staff Planning Room       | <input type="checkbox"/> Classroom (# needed? _____)       |
| <input type="checkbox"/> Multipurpose Room (Elementary ONLY)    | <input type="checkbox"/> Gymnasium - High School   | <input type="checkbox"/> Locker Room                       |
| <input type="checkbox"/> Cafeteria (Does NOT include kitchen.)  | <input type="checkbox"/> Gymnasium - Middle School | <input type="checkbox"/> Parking Lot                       |
| <input type="checkbox"/> Kitchen (Additional Staffing REQUIRED) | <input type="checkbox"/> Gymnasium - Elementary    | <input type="checkbox"/> Other: _____                      |

### Additional/Special Requests:

|                                               |                                          |                                             |
|-----------------------------------------------|------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Chairs               | <input type="checkbox"/> Microphone      | <input type="checkbox"/> VCR/DVD            |
| <input type="checkbox"/> Tables               | <input type="checkbox"/> Podium          | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Multimedia Projector | <input type="checkbox"/> Document Camera | <input type="checkbox"/> Screen             |

### Please read the following disclaimers and sign:

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 to property which may arise out of or result from the organization's use of the school facility including bodily injury, sickness, disease; and/or death or injury to or destruction of tangible property including the loss of use resulting therefrom; and including loss, theft or 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 Birmingham Public Schools. 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.) I (we) understand, I (we) are only allowed access to the space(s) defined specifically in our "Facility Use Schedule," and are required to have the "Facility Use Schedule" with us at all times.

Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Return application and \$25 nonrefundable processing fee (money order, corporate check, or MasterCard/Visa) payable to "BIRMINGHAM PUBLIC SCHOOLS," and send to:**

**Birmingham Community Education, 2436 West Lincoln Road, Room F102, Birmingham, MI 48009  
Phone: 248-203-3800 / Fax: 248-203-3818**

**The application process as described must be completed prior to consideration by this office.**  
**Insurance indemnification and payment MUST be received 15 business days prior to scheduled event.**

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.