



THORNAPPLE KELLOGG SCHOOLS

Application & Agreement for Use of School Facility



To view facility calendar, please visit www.tkschools.org/ems/ Click on Browse Events.

Applicant: (organization, club, individual)		
Person in charge of activity: (address & phone required)		
Facility requested: (list building & room #)		
Facility to be used for:		
Date(s) & day(s) reserved: (be specific, give all dates, not a range of:		
Beginning & ending time of event *:	Time applicant needs entry into facility *:	Time applicant expects to depart facility after event *:
Equipment needed:		
Attendance expected is:	Other info you may want to share regarding this event:	
Signature of Administrator/Athletic Director:	If applicable - A signature of a classroom teacher signifies they agree to the use of that room :	

* **PLEASE NOTE:** Due to the electronic door security that TK now uses, it is **very important** that you complete the times you want access into the building. The doors will be programmed accordingly and you will be expected to arrive/depart as stated. **IF**, for whatever reason, you will not need access for the time given, you **MUST** call the Operations Office within 3 business days of the cancellation/change. We will need to re-program the door security in the event of a cancellation/change. (if damage occurs, and a cancellation notice was not given, you could be assessed fees to cover damage, see rule #7 below)

Rules:

1. A room reservation must be submitted to the Operations Office at least one week prior to the date needed for all after-school use.
2. In case of a tornado watch and/or warning, this event will be automatically canceled without further notification.
3. School activities have first priority for use of all school facilities and equipment and this agreement may be canceled if a conflict should develop. (The school will notify applicant as soon as possible if this occurs)
4. NO smoking and/or tobacco products, alcoholic beverages or illegal drugs permitted at anytime on any school property by anyone. The above named applicant is responsible for notifying group members.

(continued on other side)

5. Applicant is responsible for entire group and must be present entire time, as stated above. Group members are expected to conduct themselves appropriately, take responsibility for clean-up and report damage or accidents to Operations Office. Children must be supervised at all times.
6. NO food or drink in gym or auditorium.
7. Applicant will be responsible for fees assessed for any damages beyond normal wear.
8. Applicant should bring this copy of the facility use application with them, to verify admittance.
9. Proof of liability insurance may be required by non-school groups.
10. All vehicles must be parked in designated parking areas. (for security and emergency reasons)
11. Use designated entrance and exit. Do not prop open doors.
12. No scoreboards, athletic equipment or AV equipment will be provided, unless prior arrangements are made.
13. A non-refundable application fee of \$10 is due upon submitting this application. Applicant will be billed the entire rental amount unless cancellation is received at least 3 business days prior to the rental.
14. Questions regarding this application may be directed to Roxanne Potter, Operations Dept., 269.795-5535. Mail this form and application fee (payable to TK Schools) to:

TK Operations Dept.
3625 Bender Rd.
Middleville, MI 49333-9262

Applicant is responsible for checking on the following before leaving facility:

- All equipment and/or supplies have been returned and stored properly
- All toilets are flushed and sink faucets are shut off
- All lights are turned off
- All doors and/or windows are closed & locked

In case of a facility emergency (fire alarm, broken water pipes, etc.) contact TK Operations Manager, Shawn Hayward (269) 838-0798 (cell)

Signature of Applicant (you are agreeing to all rules and information as stated above):	Today's date:
---	---------------

** ** * (Operations office use only) ** ** * (Operations office use only) ** ** * (Operations office use only) ** ** *

Application fee:	Custodial staff needed: Yes No	Balance due:
Other:	Food Service staff needed: Yes No	
EMS _____ Per cal _____	Roxanne Potter, Operations Administrative Ass't.	Date application was received:
Doors _____ EnerTemp _____		
Copied to:		