



Newaygo Public Schools Facility & Grounds Use Request Form

Group Name _____

Facility Requested [indicate the building area requested]

Newaygo Elementary School ____Gym ____Cafeteria ____Classroom(s) – how many
 Newaygo Middle School ____Gym ____Cafeteria ____Classroom(s) – how many
 Newaygo High School ____Gym ____Cafeteria ____Classroom(s) – how many
 Newaygo Public Schools Grounds _____

[Be specific: High School Track; High School Football field, etc.]

Purpose: _____

Day [circle]: Mon Tues Wed Thurs Fri Sat Sun

Date ____ ____ ____ ____ ____ ____ ____

[Please indicate specific date on the line under the day of the week.]

Comments: _____

Please fill out required info below	For Office Use Only
Time Event Begins _____ Time Doors Need to Be Unlocked _____ Time Event Ends _____ Time Doors Need to be Locked After the Event _____	

Will you charge admission to your event? _____ If so, how much? _____

Approximate number of people attending? _____

Any equipment requested? _____ (additional charges may apply)

Any set-up required? _____ (additional charges may apply)

The requestor agrees and understands that NPS activities and events have priority over outside group events/activities and that your request, even if previously approved, can be cancelled. If NPS grants your request, your signature below indicates agreement and compliance with all stipulations and requirements on page two of this application.

Requester Name (Printed)

Date

Requester Signature

Address

Phone Number

email address

Newaygo Public Schools does not discriminate on the basis of race, sex, age, color, national origin, religion, disability, or any other protected characteristics in its education programs, activities, admissions, or employment policies, as required in Title IX of the 1972 Education Amendments, Executive Order 11246, as amended, Section 799A and 845 of the Public Health Act, Title VII of the Civil Rights Act of 1964, and Equal Pay Act.

NPS Facility & Ground Use Request Form – page 2 Stipulations and Requirements

The undersigned/requestor is at least 21 years of age.

He/she agrees to be responsible to the board of Education for the use and care of school property and will be responsible for the complete supervision of all parties participating in this activity. The applicant agrees to hold harmless the District and its agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from applicant's use of District Facilities.

If using a cafeteria, the requester agrees to:

Put all tables, chairs, etc., back in place so the cafeteria is ready for use for breakfast the next school day.

Clean up all trash from tables, floor, etc.

If trash bins are full and/or have food items, requestor will take trash to the dumpster.

If using a gym, the requester agrees to:

Have proper supervision of all participants, spectators, and children.

Ensure that all participants and spectators do not enter other areas of the school building.

If bleachers are not used, requestor is responsible for keeping kids from climbing on top of bleachers.

The requestor agrees to NOT prop any doors open, key any doors open, or otherwise allow access to the facility other than through the intended entrance.

THIS SPACE FOR NPS USE ONLY

The request for _____ has been: _____ Approved _____ Denied Supt. Signature _____
Name of Outside Group

The approval is subject to certain other conditions which include: _____

Required fees: \$ _____

Required Down payment: \$ _____ due upon notification of approval of request

Balance of fee: \$ _____ due on date of event

Checks must be made payable to Newaygo Public Schools

Fee Calculation:

Type of Organization: _____

_____ no charge

\$ _____ added cost cleaning service \$ 25/hr for ___ hrs

Facility use fee per building use rate schedule

\$ _____ Building Classroom \$ ___/hr for ___ hrs X # of classroom _____

\$ _____ Elementary Gym \$ ___/hr for ___ hrs

\$ _____ Elementary Cafeteria \$ ___/hr for ___ hrs

\$ _____ Middle School Gym \$ ___/hr for ___ hrs

\$ _____ Middle school Cafeteria \$ ___/hr for ___ hrs

\$ _____ High School Gym \$ ___/hr for ___ hrs

\$ _____ High School Cafeteria \$ ___/hr for ___ hrs

\$ _____ Total Charge

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