

# FACILITIES & SERVICES REQUEST

ST. JOHNS PUBLIC SCHOOLS • 989-227-4058

Return form to St. Johns High School • Attn: Maintenance Dept • 501 W. Sickels St. • St. Johns, MI 48879-0230  
(PLEASE USE BALL POINT PEN ONLY)

Organization Name \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Coordinator/Leader  
Sponsor/Advisor \_\_\_\_\_

Phone Res. \_\_\_\_\_ Bus. \_\_\_\_\_

## CATEGORY TYPE

- Category 1 K-12 Activities
  - Category 2 Comm. Ed Programs  
School Support Groups
  - Category 3 Comm. Non-Profit Groups
  - Category 4 Private Citizen/Non-Profit  
Groups
  - Category 5 Commercial Users
- Number People \_\_\_\_\_

## FACILITIES REQUEST

School Facility (Name) \_\_\_\_\_

Area/Room No. \_\_\_\_\_

Desired Room Arrangement \_\_\_\_\_

Other (Specify) \_\_\_\_\_

Est. Cost \_\_\_\_\_ Actual Cost \_\_\_\_\_

## STAFF REQUEST

- Light/Sound Technician
- Lifeguard
- Custodian
- Kitchen Monitor
- Parking Lot Monitors

## SERVICE REQUEST

Est. Cost

Actual Cost

Kitchen Will Be Used

Microphones

Decorations Will Be Put Up

P.A. System

VCR/TV

Screen

Slide Proj. & Screen

Podium/Speaker

Other (Specify) \_\_\_\_\_

Beverages/Food Will Be Served

Trash Containers & Liners

Tables No. \_\_\_\_\_

Locker Room

\_\_\_\_\_ Men \_\_\_\_\_ Women

Coffee Urns - 30 or 70 Cup  
How many? \_\_\_ Empty Full

Extra Chairs, No. \_\_\_\_\_

**A \$10.00 NON-REFUNDABLE FEE WILL BE CHARGED TO PROCESS APPLICATION FORM**

Applicant must have request form in their possession at their event.

Date(s) & Days Needed \_\_\_\_\_

Preparation Begins At \_\_\_\_\_ Event Will Begin At \_\_\_\_\_ End At \_\_\_\_\_

Purpose of Function (Brief) \_\_\_\_\_

Is Admission/Collection Levied? \_\_\_\_\_ How Much? \_\_\_\_\_

## SMOKING AND INTOXICATING SUBSTANCES ARE PROHIBITED IN BUILDINGS AND ON GROUNDS

To the maximum extent permitted by law, the renter agrees to indemnify and hold harmless the District, the board of Education, individual Board members (both past and present), the District's administration and/or any other District representatives, employees, agents and officials, for any claims, actions, liabilities, costs and expenses, including reasonable attorney fees, which are alleged to arise or result from, or are related to, the renter's use of the Property or the activities that are conducted by the renter on the Property. This liability includes, but is not limited to, claims for bodily injury or death of persons and for loss of or damage to property. This liability does not include claims resulting from the negligent or intentional acts of the District and/or its agents. Further, nothing contained within this provision shall operate to limit or waive, or be construed as limiting or waiving, the District's immunity from liability as granted by state and/or federal law.

Facility Administrator \_\_\_\_\_ Date \_\_\_\_\_

Director of Operations \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Coordinator/Leader • Sponsor/Advisor Signature  
Date \_\_\_\_\_

Approved  Not Approved

**DO NOT REMOVE WHITE COPY - WILL BE SENT WHEN APPROVED**