



PARCHMENT SCHOOL DISTRICT Application for Building Use

RETURN TO:

Director of Operations/Maintenance Portable
520 North Orient
Kalamazoo, MI 49004
(269) 488-1092 FAX: (269) 488-1090

Theresa Weckerle, Director
Jennifer Slusher, Secretary
Jslusher@parchmentschools.org

Today's Date:		
Name:	Home Ph:	Work Ph:
Address:	City:	Zip:
FAX:	Email:	
Name of Organization:	Reason for Use:	
Person in Charge:	Phone:	
Building Requested:	Room/Area:	# in Group:
Date(s) and Time(s) Needed:		
Special Set up Needs - Include equipment if needed:		

When your application has been approved, you will receive Reservation Verification. Until then, you are NOT entitled to use the above named facilities. (ALLOW SEVERAL DAYS FOR PROCESSING).

This facility use CAN be canceled WITHOUT prior notice if a school function or activity arises that needs said facility. Should severe weather conditions be in effect during the time of your scheduled activity, you will be expected to comply with School Board policy governing building use under such conditions that might dictate the cancellation of the activity. Buildings are not used when school is not in session. The school calendar will help you schedule accordingly.

Please notify the Director of Operations if you have reserved a gym or room in a building and will not be able to use it for an extended period of time. Another group may fill your vacancy in your absence.

I have read and am aware of all conditions pertaining to the use of School Property.

Applicant's Signature _____

OFFICE USE ONLY

Your request has been approved _____ Date _____
Director of Operations or Designee

Estimated Cost (when applicable)

Facility Use Charge \$ _____ School / Non-School Organization (Circle one)
Labor Charge \$ _____ Date Mailed to Applicant _____
Total Charge \$ _____ Enclosures _____