

FACILITY USE APPLICATION

IMLAY CITY SCHOOLS

634 W. BORLAND RD, IMLAY CITY, MI 48444 (810) 724-2765 FAX (810) 724-4307

| |
|--------------------------------------|
| <input type="checkbox"/> Custodian |
| <input type="checkbox"/> Bus Garage |
| <input type="checkbox"/> File |
| <input type="checkbox"/> Technology |
| <input type="checkbox"/> Other _____ |

CONTACT INFORMATION

| | |
|----------------|-------------------|
| Name | Organization Name |
| Street Address | City, Zip |
| Home Phone | Mobile Phone |

EVENT INFORMATION

| | |
|--------------------|--|
| Building Requested | Room(s) Requested |
| Name/Type of Event | Request Building From _____ am/pm to _____ am/pm |
| | Specific Time of Event _____ am/pm to _____ am/pm |

DATES REQUESTED (list below)

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

| JULY 2021 | AUGUST 2021 | SEPT 2021 | OCT 2021 | NOV 2021 | DEC 2021 |
|-------------------------------|----------------------|----------------------|----------------------------|----------------------|----------------------|
| S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S |
| 1 2 3 | 1 2 3 4 5 6 7 | 1 2 3 4 | 1 2 | 1 2 3 4 5 6 | 1 2 3 4 |
| 4 5 6 7 8 9 10 | 8 9 10 11 12 13 14 | 5 6 7 8 9 10 11 | 3 4 5 6 7 8 9 | 7 8 9 10 11 12 13 | 5 6 7 8 9 10 11 |
| 11 12 13 14 15 16 17 | 15 16 17 18 19 20 21 | 12 13 14 15 16 17 18 | 10 11 12 13 14 15 16 | 14 15 16 17 18 19 20 | 12 13 14 15 16 17 18 |
| 18 19 20 21 22 23 24 | 22 F 24 25 26 27 28 | 19 20 21 22 23 24 25 | 17 18 19 20 21 22 23 | 21 22 23 24 25 26 27 | 19 20 21 22 23 24 25 |
| 25 26 27 28 29 30 31 | 29 30 31 | 26 27 28 29 30 | 24 25 26 27 28 29 30 31 | 28 29 30 | 26 27 28 29 30 31 |
| JAN 2022 | FEB 2022 | MARCH 2022 | APRIL 2022 | MAY 2022 | JUNE 2022 |
| S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S | S M T W T F S |
| 1 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 | 1 2 3 4 5 6 7 | 1 2 3 4 |
| 2 3 4 5 6 7 8 | 6 7 8 9 10 11 12 | 6 7 8 9 10 11 12 | 3 4 5 6 7 8 9 | 8 9 10 11 12 13 14 | 5 6 7 8 9 10 11 |
| 9 10 11 12 13 14 15 | 13 14 15 16 17 18 19 | 13 14 15 16 17 18 19 | 10 11 12 13 14 15 16 | 15 16 17 18 19 20 21 | 12 13 14 15 16 17 18 |
| 16 17 18 19 20 21 22 | 20 21 22 23 24 25 26 | 20 21 22 23 24 25 26 | 17 18 19 20 21 22 23 | 22 23 24 25 26 27 28 | 19 20 21 22 23 24 25 |
| 23 24 25 26 27 28 29 30 31 | 27 28 | 27 28 29 30 31 | 24 25 26 27 28 29 30 | 29 30 31 | 26 27 28 29 30 |

SET UP REQUIREMENTS

Number of people attending: _____

Chairs required: Yes No How many: _____

Tables required: Yes No How many: _____

Additional Needs: PA System Projector Lectern AV Equipment Microphone Other _____

Note: In signing this application, the person or organization requesting facility use agrees to abide by the rules and regulations as stated in the building usage policy listed on the back of this form. The above entity also agrees to indemnify and hold harmless Imlay City Schools and its employees from all losses resulting from the use of district buildings and grounds.

Signature of Requestor: _____ Date: _____

Approved by: _____ Date: _____

Not valid until authorized and scheduled. Cancellations must be made at least 48 hours in advance, or the full rental fee will be charged. All cancellations must be in writing.