

Building Use/Rental Form  
 Allegan Public Schools, 550 Fifth Street, Allegan, MI 49010  
 Phone: (269) 673-5431 Fax: (269) 673-5463

Sponsoring Organization/Person in Charge: \_\_\_\_\_

Home Phone for Person in Charge: (\_\_\_\_) \_\_\_\_\_

Work Phone for Person in Charge: (\_\_\_\_) \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Approximate number of people expected: \_\_\_\_\_

If you require early entry or late departure for set-up and tear-down in addition to actual event time, please include this in your arrival and departure time below. Please make every effort to arrive and depart at your contracted time to avoid scheduling conflicts.

List date(s) and day(s) of event \_\_\_\_\_

Arrival Time \_\_\_\_\_

Departure Time \_\_\_\_\_

Please circle each room you are requesting

Performing Arts Center	Aquatics Center	High School	Middle School	Dawson	North Ward	Pine Trails	West Ward	Field House	Administration
Dressing Room #128	Competition Pool	Art Room		Art Room	Art Room	Art Room	Art Room	Court #1	Sm. Conference Room
Dressing Room #130	Conference Room #268	Balcony	Balcony	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Court #2	Kitchen
Gallery I	Leisure Pool	Band Room	Band Room	Class Room #:	Class Room #:	Class Room #:	Class Room #:	Court #3	Lg. Leadership Room
Gallery II	Locker Room- Men's	Cafeteria	Cafeteria	Gym	Gym	Gym	Gym	Court #4	
Green Room #127	Locker Room- Women's	Class Room #:	Class Room #:	Lounge	Lounge	Lounge	Lounge	Concessions	
Lobby	Conference Center	Conference Center						Restrooms	
Main Floor	Locker Room- Special Needs	Conference Room #904		Media Center	Media Center	Media Center	Media Center	Track	
Make-up Room		Drama Room							<b>Ait. Ed.</b>
Stage	Special Events Room #274	Gym (Aux.)	Gym						Cafeteria
Theatrical Classroom		Gym							Class Room #:
		Hall Area							Gym
		Kitchen (small)	Kitchen						Media Center
		Kitchen (large)							
		Lobby							
		Lounge	Lounge						
		Media Center	Media Center						
		Vocal Room							

PLEASE COMPLETE REVERSE SIDE

**PLEASE LIST CUSTODIAL SET-UP INSTRUCTIONS**

It is important that you be specific regarding set up.  
(A diagram may be attached to this form if necessary)

None Needed

**PLEASE LIST EQUIPMENT NEEDS**

It is important that you be specific regarding equipment needs.  
(Some equipment needs may need to be supplied by the renter)

None Needed

The organization agrees to the following regulations: It is explicitly understood that the sponsoring organization/person has full responsibility for the care of the area used, and will leave it in a clean condition, with equipment in place. It is further understood that the sponsoring organization/person assumes the responsibility for the actions and any damages of the organization and/or guests; and that Allegan Public Schools is held harmless in any liability involving the above usage/rental.

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**RENTAL FEES MUST BE PAID PRIOR TO THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE DIRECTOR OF OPERATIONS**

Total Rental Time:	_____	Hours
Rental Fee per Hour:	\$ _____	
Custodial Fee:	\$ _____	
<b>TOTAL DUE:</b>	\$ _____	

**COPIES SENT TO:**

_____	Head Custodian	_____	Maintenance			
_____	Athletic Director	_____	Other			
_____	Daw	_____	NW _____	PT _____	WW _____	MS _____
_____	HS	_____	SW _____	Admin.	_____	Date: _____

Authorized By: \_\_\_\_\_ Director of Operations \_\_\_\_\_ Date: \_\_\_\_\_