

WHITE CLOUD PUBLIC SCHOOLS FACILITY RESERVATIONS

Elementary School – 689-1295; Upper Elementary – 689-2300; Jr. High School – 689-2181;
High School – 689-1705; or Administration Office – 689-6591

Facility Requested: _____ Date(s) of Event: _____

***NOTE:** If the facility is needed the night before for set-up, please include the date above,
as well as the time on the chart below.

Repeating Event - (Monthly/Weekly, Please explain in Special Instructions below): YES NO

Please indicate the **Start Time(s)** and **End Time(s)** on the chart below for the date(s) listed above:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							

By (Organization) _____

Nature of Activity _____

Expected Number in Group _____

Adult in Charge _____ Address: _____

Home Phone Number: _____ Day Time Phone Number: _____

Personnel Needed: YES NO Supervisory: _____ Custodial: _____ Kitchen: _____

Special Equipment needed: _____

Special Instructions: _____

Enclosures _____

The applicant, by signing the building use application, will indemnify the district and any person whose property may be within the said building for loss or damage to such property caused by any persons attending said meeting or any damage or injury arising by reason of the holding of said meeting. The rentee, or group using any school property, will restore to original condition any property or equipment damaged or destroyed by them. The Board of School Trustees will be in the sole judge of unwarranted destruction of property. – Board Policy KG

Signature of Requestor: _____ Date: _____

(Office Use Only)

Approval

Denied Reason _____

Building Principal's Signature: _____ Date: _____

Head Custodian's Signature: _____ Date: _____

Athletic Director's Signature (when applicable): _____ Date: _____

Facility Rental Fee _____ Personnel Fee _____

**Make all checks payable to: White Cloud Public Schools; Remit to: Superintendent's Office, White Cloud Public Schools
555 Wilcox Avenue, PO Box 1003, White Cloud, MI 49349**

Copies to: Building Principal - Athletic Director - Head Custodian - Kitchen - Superintendent's Office - Organization Sponsor