



### Facility Use Application Form

- Mason High School\*     
  Mason Middle School     
  Harvey Education Center  
 Alaiedon Elementary     
  North Aurelius Elementary     
  Steele Elementary

Date Submitted \_\_\_\_\_ Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (Zip)

Description of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of People Attending \_\_\_\_\_

Type of Room Requested:

**HS:** Auditorium Fieldhouse Gym Cafeteria Lecture Room [51] Library/Media Center Classroom  
Athletic Field \_\_\_\_\_

**MS:** Gym Cafeteria A or B [with stage] Lecture Room [22] Library/Media Center  
Athletic Field \_\_\_\_\_

**Elementary:** Gym Multi-purpose Room Classroom

Date(s) Requested: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Additional Dates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Times Requested: Open Door \_\_\_\_\_ am/pm Event Time \_\_\_\_\_ am/pm Depart Time \_\_\_\_\_ am/pm

Other Needs:

Chairs (#) \_\_\_\_\_ Tables (#) \_\_\_\_\_ DVD \_\_\_\_\_ TV \_\_\_\_\_ Projector \_\_\_\_\_ Screen \_\_\_\_\_ Microphone \_\_\_\_\_ Data Projector \_\_\_\_\_

Additional Needs: \_\_\_\_\_

*\*If your activity involves the preparation, serving, or selling of food, a conversation must take place between yourself and the Food Service Director. Permission from the Food Service Director must be granted prior to your application for the Facility Use being approved. Please call (517)676-6529 for Food Services.*

Use Agreement:

I have read the facility use guidelines and agree that the activity will be conducted in accordance with it. I further agree to be responsible for all charges incurred as a result of this activity and to assume responsibility for the condition of all facilities and items requested and/or used. In the event of breakage, damage or theft I agree to promptly reimburse Mason Public Schools in the amount of the damage, repair, or replacement cost incurred as a result of this activity. Further, I and the organization or group I represent agree to indemnify (to save and hold harmless) the Mason Public School District, its agents, officers, and employees against property or personal loss damage/or liability that may be suffered by the school

district, its officers and employees caused by, arriving out of, or in any way connected with the use by permit holders of the Mason Public School District facility of the experience or the privilege herein granted.

Received Guidelines \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE read the Facility Use Policy, sign the form, and return:**

Mason High School  
1001 S. Barnes Street  
Mason, MI 48854  
(517)676-9055  
Fax: (517)244-6412

Mason Middle School  
235 Temple Street  
Mason, MI 48854  
(517)676-6514  
Fax: (517)676-0287

Harvey Education Center  
400 S. Cedar Street  
Mason, MI 48854  
(517)676-6528  
Fax: (517)676-6536

Alaiedon Elementary  
1723 Okemos Road  
Mason, MI 48854  
(517)676-6499  
Fax: (517)676-1978

North Aurelius Elementary  
115 North Aurelius Road  
Mason, MI 48854  
(517)676-6506  
Fax: (517)676-0293

Steele Elementary  
531 Steele Street  
Mason, MI 48854  
(517)676-6510  
Fax: (517)676-0295

**COMPLETED FORMS MUST BE RECEIVED 10 OR MORE WORKING DAYS BEFORE REQUESTED EVENT DATE**

**SUBMITTING THIS FORM DOES NOT ASSURE FINAL APPROVAL OF YOUR REQUEST**

**Fees are per hour unless otherwise noted. First hour is 2.5 times the rate to cover opening and closing custodial service time. Additional hours are at the rate provided below.**

<b>Facilities</b>	<b>Category 1/2 ANYTIME</b>	<b>Category 3 M-F / SAT / SUN</b>	<b>Category 4 M-F / SAT / SUN</b>	<b>Category 5 M-F / SAT / SUN</b>
Classrooms / Library / Media Center (EL/MS/HS) Parking Lots (EL/MS/HS)	No Charge	NC / \$50 / \$75	\$25 / \$60 / \$80	\$35 / \$65 / \$85
Cafeteria (HS) Cafeteria A &/or B (MS) Kitchen (MS/HS)* Room 22 (MS) Gym (EL/MS/HS) Gym Balcony (MS/HS) Athletic Fields (EL/MS/HS) (Except Football Field and Tennis Courts)	No Charge	NC / \$50 / \$75	\$50 / \$75 / \$100	\$75 / \$105 / \$120
Field House (HS) Auditorium (HS) Robotics Center (HS)	No Charge	NC / \$50 / \$75	\$60 / \$95 / \$110	\$120 / \$150 / \$165
Pool (HS)**  (Additional fee for personnel to be assessed upon event approval)	No Charge	NA / \$95 / \$110	NA / \$95 / \$110	NA / \$150 / \$165

**All weekend and holiday events require a two hour minimum. For holidays, use Sunday rates.**

EL = Elementary Buildings

MS = Middle School

HS = High School

USE OF EQUIPMENT

TV/DVD Player \$10.00 (Per Event)  
 Other Equipment Availability and fee to be determined upon request

PERSONNEL	MON-FRI	SAT	SUN
*Cook (minimum two hours)	\$35.00	\$40.00	\$45.00

*If your activity involves the preparation, serving, or selling of food, a conversation must take place between yourself and the Food Service Director. Permission from the Food Service Director must be granted prior to your application for the Facility Use being approved. Please call (517)676-6529 for Food Services.*

**Water Safety Instructor (WSI)	\$20.00	\$25.00	\$30.00
**Lifeguard	\$20.00	\$25.00	\$30.00
Additional Custodian	\$50.00	\$60.00	\$70.00
Auditorium Technician	\$35.00	\$50.00	\$75.00

**For office use only:**

All approved requests must be sent to the **District Operations Supervisor** for review.

Date Approved \_\_\_\_\_ By \_\_\_\_\_

Liability Insurance Required

**Charges:**

Facility Rental \_\_\_\_\_ Equipment Rental \_\_\_\_\_

Custodial \_\_\_\_\_ Damages \_\_\_\_\_

Total Due \_\_\_\_\_ Paid \_\_\_\_\_

-----  
 Notification: Principal \_\_\_\_\_ Kitchen \_\_\_\_\_ Requester \_\_\_\_\_ Custodian \_\_\_\_\_ Library \_\_\_\_\_ Entered \_\_\_\_\_