



FACILITY & TECHNOLOGY USE REQUEST

Please return to Facility Scheduler
378 State Street, Charlotte Michigan 48813

cosbys@charlottenet.org Phone 517-541-5160 Fax: 517-541-5625

Name of Contact Person:	Today's Date:
Name of Organization:	Phone Number:
Email Address:	Fax Number:
Address of Contact Person:	City: Zip:
Dates Requesting Facility Use:	
Time(s) for Facility Request:	
Purpose of Facility Use:	

Select Your Building & Technology Requests

High School (HS): circle choice

Lab 304	Lab 407	Lab 409	Gym	Lecture Room	Classroom #
Other: (Specify)			Media Center	Cafeteria	Outdoor Field: (specify the field)

Middle School (MS) Upper Elementary (CUE) : circle choice

	Lab E110D	Main Gym	Activity Room	MS Classroom #
Meeting Room F101		Aux Gym	Cafeteria	CUE Classroom #
Other: (Specify)		Media Center	Cafetorium	Outdoor Field: (Specify the field)

*MS and CUE share gym/cafeateria/cafetorium/media center

Parkview (PA) Washington (WA) Galewood (GW) Elementary: circle choice

Parkview (PA)	Gym	Media Center	Classroom #	Rotary Park Field -Split
Other PA: Specify				
Washington (WA)	Gym	Media Center	Classroom #	
Other WA: Specify				
Galewood (GW)	Gym	Media Center	Classroom #	
Other WA: Specify				

Hardware & Equipment Needed: circle choices

Laptop	Internet Access	CD Player	Data Projector	Score Board/Clock	Video Screen
Digital Visualizer	DVD	Sound Reinforcement		Wireless Hand Held Microphone	
Wireless Lavalieri Microphone		Additional Microphone		Audio Assistance System	VCR
Podium	Technology Staff Assistance needed?			Yes	No

List or attach any other special information including detailed Table/Chair arrangement:

Document must be signed and dated before your event will be scheduled

You will receive a confirmation after your event has been scheduled. The confirmation must also be signed and returned before your rental date.

RENTAL AGREEMENT: Lessee agrees that the lessor's premises will not be used for unlawful purposes. The lessee will at all times during the rental period have a person or persons supervise activities in the building or outdoor grounds which it rents from lessor. The lessee will maintain the building/outdoor grounds rented and the property and equipment therein, in as good a condition as when the premises are delivered to lessee, and will surrender the premises to lessor promptly at the end of the rental period. Lessee shall be liable to lessor for any damage to lessor's property caused by lessee, or damage caused by any person or person invited or allowed on the lessor's property by lessee, during the rental period. The lessee will indemnify the lessor against all liability, damages, expenses and judgments incurred for any reason of any injury or claim of injury to person or property which in any way arises out of the use, occupation or control of the property by lessee during the rental period, or which occurs on the rented premises or on school property adjacent thereto, including sidewalks and parking lots, during the rental period whether such injury is caused by lessee's negligence or otherwise.

CERTIFICATE OF INSURANCE: The lessee is required to provide a general liability Certificate of Insurance for not less than One Million Dollars that lists Charlotte Public Schools as an additional Insured party to lessor. Such certificate shall be provided to the building administrator prior to the rental date.

Approved district monitor must be on site.

Rental agreements are void when school is cancelled due to inclement weather, power failures or any other unforeseen circumstances

To use non-profit facility billing an IRS approved 501c(3) or 501c(4) needs to be on file before the rental.

Lessee Signature: _____ Date: _____

Building Administrator: _____ Date: _____