



### Facility Usage Form

www.myeagles.org  
11775 Hewitt Road  
Brooklyn, MI 49230  
517-592-6641

Name of Organization \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Person "In Charge" \_\_\_\_\_

(Must be in attendance during activity)

Purpose of Request \_\_\_\_\_

Facility Fee: \$	Equipment Rental: \$	Custodial Service: \$
Cafeteria Help: \$	Technician: \$	Total: \$

We, the above organization, agree to the following:

- 1) To follow the rules and regulations, which govern the use of the facilities requested.
- 2) To be responsible for any damage to the facilities, equipment or school grounds.
- 3) To be liable for any and all claims resulting from the use of said facilities.
- 4) Facility fees need to be paid before planned activity takes place.

In consideration of the use of the facility referenced in this form, the organization or person named on this form, for itself and on behalf of its individual members and guests, hereby expressly relieves discharges Columbia School District, its Board, officers, agents and employees, from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the use or occupancy of facilities used hereunder and the lobbies, corridors, parking lots and any other parts of Columbia School District premises, and waives any claim which it or they may have against Columbia School District officers, agents and employees by reason of any such loss, injury or damage to persons or property arising out of the use or occupancy of the room or facility used hereunder and the lobbies, corridors, parking lots and other parts of Columbia School District premises.

Users will be responsible for paying for all damages incurred by their use of the facility and/or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of Columbia School District facilities, the amount of damage shall be determined by the building principal and approved by the administration. Columbia School District will not be responsible for any loss of valuables or personal property.

Signature of Applicant \_\_\_\_\_

Name of Facility \_\_\_\_\_ Room# \_\_\_\_\_

Date \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Date \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

School Administration Signature \_\_\_\_\_ Date \_\_\_\_\_

Proof of Insurance Filed with Columbia School District? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Note: All requests need to be made at least seven (7) days in advance. Please refer to fee schedule located on website.*

## FEE SCHEDULE

	<u>In District</u>	<u>Private/ Profit</u>
<u>Columbia Elementary Schools</u>		
Classroom	\$10.00	\$35.00
All-Purpose Room	25.00	35.00
Gymnasium	25.00	100.00
Kitchen	10.00	35.00
<u>Columbia Middle School</u>		
Classroom	\$10.00	\$35.00
Cafeteria	25.00	35.00
Gymnasium	40.00	130.00
Kitchen	10.00	35.00
<u>Columbia Central High School</u>		
Classroom	\$10.00	\$35.00
Cafeteria	30.00	200.00
Kitchen	20.00	200.00
Gymnasium	130.00	650.00
Auditorium	100.00	650.00
<u>Community Education Center</u>		
Classroom	\$10.00	\$35.00
Gymnasium	20.00	100.00
Kitchen	10.00	35.00