

CLIO AREA SCHOOLS FACILITY USAGE REQUEST

Clio Community Education: 1 Mustang Dr. (810) 591-4804
 Edgerton Elementary: 11218 Linden Rd. (810) 591-7650
 Lacure Elementary: G-12167 Lewis Rd. (810) 591-1950
 Clio Intermediate School: 300 Rogers Lodge Dr. (810) 591-2110
 Clio Middle School: 300 Rogers Lodge Dr. (810) 591-0503
 Clio High School: 1 Mustang Dr. (810) 591-4800

TODAY'S DATE:	
ORGANIZATION:	
ACTIVITY:	
BUILDING REQUESTED:	

INDOOR FACILITIES

Classroom	Library	Gym	Cafeteria	Auditorium	Aux Gym
Other:					

OUTDOOR FACILITIES

Football Stadium	Baseball Field	Softball Field	Soccer Field	Tennis Court	Track
Other:					

EQUIPMENT REQUESTED: indicate equipment needed; include quantity, if applicable

Lighting	PA System	Sound	Chairs	Tables	Stage
Other:					

DATE(S)/DAYS/TIME

DAY	DATE	SET UP	START TIME	END TIME	IF INCONSECUTIVE DATES, PLEASE LIST ALL DATES REQUESTED: START TIME: END TIME:
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

By signing below, I agree to the terms of the agreement as stated on the back of this form.

 Person in Charge of Activity- PRINT

 Person in Charge of Activity- SIGNATURE

 Address City State ZIP Phone Email

ATTENTION:
IF SCHOOL IS CANCELED, ALL BUILDING USE FOR OUTSIDE GROUPS WILL BE CANCELED FOR THE DAY.

AGREEMENT

It is hereby agreed by the organization that Clio Area Schools will not be held responsible for any injury or damage to said school facilities or for the loss or injury to any furniture, fixtures or other articles therein and that all persons employed at school said property shall be deemed to be employees; and it is further agreed that said organizations will save and hold the said or become liable for, to any person or persons whomsoever, or property, arising from any cause or for any reason whatsoever in and about and during the use of said facilities.

- THE DISTRICT WILL CHARGE IF ADDITIONAL CUSTODIAL SERVICES ARE REQUIRED.
- ALL GROUPS WILL BE BILLED FOR CUSTODIAL COSTS FOR WEEKEND ACTIVITIES.
- SUPERVISORS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGED SCHOOL EQUIPMENT.
- YOU MUST HAVE A COPY OF THIS APPROVED AGREEMENT TO SHOW CUSTODIANS IN ORDER TO USE FACILITIES.
- IF YOU DISCONTINUE USE OF THE FACILITY, PLEASE NOTIFY THE BUILDING PRINCIPAL.
 - NO FIRES OR EXPLOSIVE DEVICES OF ANY FORM MAY BE USED.

**Groups will be billed by Clio Schools Business Office. Checks are made payable to Clio Area Schools and mailed to:
Clio Area School District, Business Office, 1 Mustang Dr., Clio, Michigan 48420**

Facility Rental	Rates	Est. Charges	Actual Charges
HS Auditorium	\$50/hr		
Lighting	\$12/hr x hours		
Sound	\$12/hr x hours		
Stage	\$12/hr x hours		
HS Gym	\$50/hr		
Auxiliary Gym HS	\$25/hr		
7/8 Gym	\$25/hr		
5/6 Gym	\$10/hr		
Elementary Gym	\$10/hr		
With Kitchen	\$20/hr		
Library	\$10/hr		
Classroom	\$5/hr		
HS/MS Cafeteria	\$10/hr		
With Kitchen	\$20/hr (plus cook)		
Athletic Fields	\$50/hr		
HS Bathroom/Lights	\$40/hr		
Tennis Courts	\$10/hr		
CUSTODIAL HOURS	Custodial hours will be more than actual event hours.		
Monday-Friday	\$35/hr x hours		
Saturday	\$35/hr x hours		
Sunday	\$45/hr x hours		
Other Costs			
	Totals		

APPROVED
DENIED

Building Administrator Signature-
Director of Operations Signature-
Superintendent Signature-

If approved, this form is to be copied and distributed by Building Administrator to appropriate parties:

Building Principal	Josh Schiebel, Dir. Operations	Custodian	Applicant
Cassie Schiebel, Business Office	Zack Witham, Technology	Media Center	Nancy Daniels, Food Service