



# REED CITY AREA PUBLIC SCHOOLS

## Facility Use Request Form

Scheduling Contact Information: Phone 231-832-0700 Fax: 231-832-6184  
Samantha Beilfuss sbeilfuss@reedcityschools.org

Organization: \_\_\_\_\_  Key requested (\$20.00 deposit required, see below)

Billing Address: \_\_\_\_\_

Responsible Party (to serve as contact and supervisor of activity): \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Activity Description: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_

Building Requested:  Reed City High School  Reed City Middle School  G.T. Norman Elementary School

Additional Services Requested:  Custodial  Restrooms  Bleachers  Tables/Chairs  Risers

Other Describe: \_\_\_\_\_

**RCAPS Facility priority use and fees are listed below:**

**A. Reed City Area Public School-Related Activities**

Priority 1: All RCAPS events, clubs, and organizations, as well as elections and voter registration events  
Priority 2: Community Education

**B. Community Events**

Priority 3: Reed City youth events (i.e.: non-school sports teams consisting of only RCAPS school children)  
Priority 4: Community youth events (i.e.: non-school sports consisting of area children)  
Priority 5: Civic, religious, recreational, educational, government, private individuals (i.e.: scouts, 4-H, open gym, church groups, etc...)

**C. Commercial Events**

Priority 6: For-profit groups

**Fees and Deposits:**

	Key	Lock Up	Custodial	Kitchen
<b>Priorities 1</b>	N/A	N/A	Some activities (ie: tournaments, etc...) may require a \$50 custodial fee if cleaning services are required. <i>(Determined at RCAPS admin. discretion)</i>	All groups requesting use of the kitchen facilities must provide a 'Serve Safe Certified' person for the duration of the event, or one will be provided at a rate of \$20/hr.
<b>Priority 2</b>	\$20 deposit, if key is requested. Refund upon key return.	Failure to secure the building will result in forfeit of the key deposit.	If custodial services are required, Comm. Ed. will be billed \$50 for cleaning services. <i>(Determined at RCAPS admin. discretion)</i>	
<b>Priorities 3, 4, 5</b>	\$20 deposit, if key is requested. Refund upon key return.	Failure to secure the building will result in forfeit of the key deposit.	\$50 deposit. If no additional cleaning services required, deposit will be refunded. <i>(Determined at RCAPS admin. discretion)</i>	
<b>Priority 6</b>	N/A	N/A	For-profit groups will be charged at a rate of \$50 per hour for building use; Includes custodial personnel during event.	

**Non-school agencies agree that the RCAPS is not responsible for injuries incurred as a result of your organization's activities.\***

\* Signature of Responsible Party: \_\_\_\_\_

Confirmation # _____	<b>FOR OFFICE USE ONLY</b>	<i>Revised 4/2016</i>
<input type="checkbox"/> Key to _____	Deposit Amt. \$ _____	Date: _____ Refund: _____
<input type="checkbox"/> Custodial _____	Deposit Amt. \$ _____	Date: _____ Refund: _____