



Building Usage Permit
Saline Community Education
 200 N. Ann Arbor Street
 Saline, Michigan 48176
 Phone: (734) 429-8020 Fax: (734) 429-8025
 www.salinecommunityed.com

Today's Date: _____

Permit # : _____

PLEASE PRINT CLEARLY. Return to the Community Education office for approval. Always have your approved copy or email confirmation with you when using the facilities. **All requests must be received in the Community Education office no later than one week prior to the requested date of the event. Please allow 7-10 business days for the permit to be processed.**

Building: _____ Room/Field: _____

Day(s) of week: _____ Date(s): **Please list each individual date requested. School buildings are not available during school holidays. Please consult a school calendar prior to requesting your date(s).**

(Include set-up & takedown time, if appropriate.) Time In: _____ a.m. / p.m. Time Out: _____ a.m. / p.m.

Activity: _____ Approximate Number of People: _____

Name of your organization (if appropriate): _____

Your name (permit holder): _____

Contact Phone Numbers: Work/Day: _____ Home: _____ Cell: _____

E-mail address (please provide for permit confirmation): _____

Address: _____ City: _____ State: _____ Zip: _____

Alternate Contact Person: _____ Phone Day: _____ Night: _____

Will a lighting or sound technician be needed for this event? Yes No
 (For events scheduled in an auditorium only.)

The following equipment is needed: (Custodians and/or technology staff will not hand out equipment unless stated on this permit.)

1. **Saline Community Education reserves the right to grant or cancel permits at anytime.** Please cancel any dates or times you no longer need 24 hours prior to the scheduled event. If advance notice is not given, you may be billed for these dates.
2. **Groups must enter and leave the room(s) at the times approved on the permit.**
3. **No alcoholic beverages are permitted on school property.**
4. **Smoking is prohibited in all school buildings.** Smoking is also prohibited on school grounds on regular school days before 6:00 pm.
5. **When inclement weather, or other emergency conditions cause school to be cancelled, evening activities are not automatically cancelled.** A separate decision on evening activities will be made by 1:00 pm.

The person signing this permit is held personally responsible for the proper use of the building and equipment and for the supervision of any minors with the group. The permit holder must be at least 18 years old and no longer a high school student.

The permit holder is responsible for any rental fees, damage, custodial fees, etc. for this permit. I understand and agree to pay any costs associated with this event including but not limited to rent, supervisor or custodial fees.

I have received a copy of the Rental Rates for School Facilities and Rules and Regulations for Use of School Facilities and agree to them. I understand rates are subject to change without notice.

Permit Holder's Signature: _____

Date Received: _____ Date Processed: _____ Approved By: _____