

Houghton-Portage Township Schools
Middle/High School Facility Use Request

The use of school facilities shall be in accordance with the Board of Education policy. Requests for the use of school facilities or school equipment must be submitted in writing and approved by the superintendent's office. Users must take steps to ensure orderly behavior and will be responsible for paying for any damage associated with their use. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions may be grounds for refusing to grant subsequent requests for the use of District facilities. The Board of Education expects exclusion of alcohol, profanity, use of tobacco, gambling, or program content which is morally or ethically questionable.

Name of Organization: _____

Contact Person: _____ **Phone #** _____

Email: _____

Purpose of Request: _____

Request for use of: _____

Date(s): _____

Time(s) (including set up, actual use time and clean up): _____

A school custodian shall be on duty whenever a facility is being used except as exempted by the superintendent. Food service personnel shall be required, in addition, when kitchen facilities are requested.

Charges will be assessed for custodian needs, technology support, snow removal, garbage removal or kitchen services. With the exception of putting down or taking up the tarp and bleachers, groups renting the facility are responsible for setting up and taking down necessary equipment and furniture, cleaning all areas, and replacing any damaged equipment.

Return to the Superintendent's Office
1603 Gundlach Road, Houghton, MI 49931
Phone: 482-0450
Fax: 487-9764 Email: sbelej@hpts.us

For Office Use

Date Received: _____

Date Approved: _____ Charges: _____

Notes: