



2400 MASON EAGLES DR.
ERIE, MI 48133
ERIEMASON.K12.MI.US

Building Facilities Reservation Form

Building: _____ Date(s): _____

Time: _____ AM / PM to _____ AM / PM

Facility Requested: Pool Gym Cafetorium
 Classroom (#: _____) Other: _____

Name of event: _____ Sponsoring group: _____

Type of event: Meeting Dance Athletic Contest
 Class Other: _____

Approx. number of persons attending: _____

Special arrangements or equipment needed (extra seating, head table, lighting, podium, projectors, microphone, etc.):

Facilities of Mason Consolidated Schools are available to groups requesting permission for use of the buildings. Policy rules and regulations regarding building and facilities use may be obtained through the Superintendent's Office in the high school building. MCS reserves the right to grant or cancel permits at any time. Please cancel permits if you no longer wish to use the space reserved. Buildings must be left clean, in order, and vacated by 11:00pm.

Name (print) *Signature*

Phone Number *Date*

For Office Use Only

Approved Principal _____ Operations Director _____ Scheduled on calendar _____
Initial *Initial* *Initial*

Denied Reason: _____

Use of facilities by non-school groups will not interfere with curricular or extracurricular activities. Building use will be applied for between the 10th and 15th of the preceding month. Costs incurred as a result of the event are the responsibility of the group. For questions or concerns with the building at events during non-school hours, please contact the Operations Director.