

MASON CONSOLIDATED SCHOOLS
Erie, Michigan
BUILDING FACILITIES RESERVATION

Please press firmly — 4 copies must be made. *Please type or print.* Do not detach. Return all copies to the Office of the Superintendent for signature.

Building Desired _____ Date(s) Desired _____

Day(s) of Week _____ Time _____ A.M./P.M. to _____ A.M./P.M.

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

Name of Event _____ Sponsoring Group _____

Type of Event: _____ Meeting _____ Dance _____ Athletic Contest
_____ Class _____ Other (_____)

Approximate Number of Persons Attending _____

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

Signature of person in charge _____ Title _____

Address _____ Phone _____

Date of Application _____

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. Phone 734-848-5475. The right to grant or cancel permits at any time is reserved. Please cancel permits if you no longer wish to use space reserved. Buildings must be left clean, in order, and vacated by 11:00 P.M.

APPROVAL

Building Principal _____

Director of Buildings & Grounds _____

Scheduled on Calendar/Initials _____

Disapproved for the following reason: _____

Use of facilities by non-school groups will not interfere with events for curricular or co-curricular offerings. 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.