

LIVONIA PUBLIC SCHOOLS - Department of Community Services 734-744-2507

**PLEASE INCLUDE YOUR \$15(LPS)/\$30(NON LPS) NONREFUNDABLE APPLICATION FEE and ROSTER OF PARTICIPANTS.
Insurance papers naming the Livonia Public Schools as also insured must be on file before your permit will be issued.**

All applications for school facilities will originate with responsible organizations or individuals located within the School District. At least **seven citizens who reside within the school district** must be represented on the application. The use of school facilities for the public at large should be essentially nonprofit, educational or recreational in nature.

Permit holders agree to save and hold harmless the Livonia Public Schools and agrees to assume responsibility for all liabilities arising incident to the occupancy of named building, it being understood and agrees that the said School District assumes no obligation respecting the use of such premises. Additionally, the signature on the permit holder indicates that the permit holder is knowledgeable of the Building Use Regulations and assumes ALL responsibilities pertinent to their observance, including the payment of actual charges pertinent to the use of District facilities and all damages done to the district grounds or buildings from the use or uses described on this permit. Service fees may apply for custodial overtime for a minimum of two hours beyond actual use and/or if special clean up is required.

PERMIT REQUESTOR #1 INFORMATION: (Responsible for Payment of Application and Building Use Charges.)

Organization Name _____ **Troop/Pack/Den Number/Team Name, etc.**

Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Email _____

Permit Holder Signature _____

Non-Organizational Permit requestors MUST be Livonia Public Schools residents
Please obtain the seven required names, addresses and phone numbers or a full participant roster, insurance papers (if applicable) and return all with this form.
All Seven co-signors WILL BE ACTIVE PARTICIPANTS IN THE ACTIVITY.
ANY ONE OF THESE INDIVIDUALS MAY BE CALLED WHEN AN ACTIVITY IS TO BE CANCELED
LPS School Staff and LPS PTA's ARE EXEMPT FROM filling out this section

NAME _____

ADDRESS _____

PHONE: _____

NAME _____

ADDRESS _____

PHONE: _____

NAME _____

ADDRESS _____

PHONE: _____

NAME _____

ADDRESS _____

PHONE: _____

NAME _____

ADDRESS _____

PHONE: _____

NAME _____

ADDRESS _____

PHONE: _____

Livonia Public Schools Groups and PTA's are exempt from the application fee and building use fees.

**Make checks payable to:
LIVONIA PUBLIC SCHOOLS**

Please allow a minimum of two weeks for processing and approval of your request. There are building use hourly fees. They will be estimated on your approved permit.

THE APPLICATION MUST BE FILLED OUT COMPLETELY AND RETURNED WITH THE APPROPRIATE APPLICATION FEE.

| | | |
|-----------|---------------|----------------------------------|
| Permit #: | Today's Date: | Allow two weeks processing time. |
|-----------|---------------|----------------------------------|

LIVONIA PUBLIC SCHOOLS
 Department of Community Services
Building Use Permit Application

PLEASE INCLUDE YOUR \$15(LPS)/\$30(NON-LPS) NONREFUNDABLE APPLICATION FEE WITH THIS FORM AND COMPLETE BOTH SIDES

ORGANIZATION NAME: _____

DESCRIPTION OF ACTIVITY: _____ # Attending _____

SCHOOL

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

-Or-

Any Elementary School

Any Middle School

Any High School

Note: There are application and building use fees for nonschool permit holders including scouts.

Allow a minimum of 2 weeks processing time. You must have approval before publishing or advertising dates.

We want _____ Days/Week

We will take any of the following days
(numbered in order of preference)

_____ Monday _____ Tuesday _____ Wednesday
 _____ Thursday _____ Friday _____ Saturday
 _____ Sunday

USE DATE(S)

Turn in application a minimum of 2 weeks before start date.

Start (First) Date: (Use actual date) _____

End (Last) Date: (Use actual date) _____

If your meetings do not meet every week, please list your actual dates of use below.

TIMES

Start (In) Time: _____

End (Out) Time: _____

MIDDLE SCHOOL GYMS can only be used **AFTER 6:30pm**.

MPR time slots are 5:00-6:00 p.m. and/or 6-8 p.m. and/or 8:15-10 p.m. There is a 2.5-hour minimum if your use times span two or more time slots.

Cancellations must be made **48 working hours before** the scheduled event, or you will be charged.

ROOMS NEEDED

Please list all rooms needed.

Elementary MPR

Elementary Little Theater

Middle School Gym (After 6:30 pm)

Middle School Cafeteria

Middle School Large Group Room

High School Cafeteria

Pool

LMC

Computer Lab

Kitchen and Cook

Lobby/Hallway

Classroom #

Classroom #

Classroom #

Classroom #

Diamond

Soccer field

Other _____

Preference:

Tables/Chairs

Desks okay Chairs only

Equipment Needs:
LPS does not supply basketballs, volleyballs, or first aid kits.

Please list your actual dates of use here if your group meets MORE THAN ONCE BUT NOT WEEKLY:

_____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____

Make checks payable to LIVONIA PUBLIC SCHOOLS
Building Use Department
15125 Farmington Rd.
Livonia, MI 48154

OFFICE USE ONLY:

| | | | |
|--------------------------|------|-------|------|
| Application fee paid: \$ | Cash | Check | Date |
|--------------------------|------|-------|------|