

DUNDEE COMMUNITY SCHOOLS

"Commitment To Excellence"

420 Ypsilanti Street
Dundee, MI 48131

Telephone (734) 529-2350
Fax (734) 529-7380

FACILITY REQUEST

Contact Person:
Tom Oestrike (Facility Manager)
420 Ypsilanti Street
Dundee, MI 48131

Date of Request _____

Person Requesting Facility: _____

Address: _____

Phone/E-Mail: _____ / _____

Name of Activity & Group: _____

Facility being requested: _____

Day(s) of week being requested: _____

Time slot being requested: _____

Start Date: _____ End Date: _____

Special instructions for event setup: _____

Signature _____

Date _____

FOR OFFICE USE ONLY:

Simple Fee \$ _____ Rental: \$ _____ Custodial Service: \$ _____

Total amount to be invoiced per event/week/month \$ _____ / _____

Date request was submitted _____ Facility Manager Approval Confirmation Sent

*A Deposit of 50% of fee is required for all facility usages. This fee will be returned to you if the facility is cleaned up, in good order, lights turned off, and building left secure.

If there is a facility rental, Payment Due: 10th of the following Month

Make Payments to: Dundee Community Schools, 420 Ypsilanti Street, Dundee, MI 48131

Attention: Jenny Wilson

A confirmation e-mail will be sent to the e-mail address provided when the facility request has been approved.

Facilities will not be scheduled if this form is not completed, signed and approved.

RENTAL OF FACILITIES WILL NOT BE FIRM UNTIL 30 DAYS PRIOR TO THE EVENT.

Approved: June 8, 2009