



Swartz Creek Community Schools Facility Usage Request



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|--------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------|
| High School One Dragon Drive (810) 591-1815 | Middle School 8230 Crapo Street (810) 591-1785 | Elms Road Elementary 3259 Elms Rd. (810) 591-1287 | Morrish Elementary 5055 W. Maple Ave. (810) 591-3730 | Dieck Elementary 2239 Van Vleet Rd. (810) 591-5260 | Syring Elementary 5300 Oakview Dr. (810) 591-1301 |
| Gaines Elementary 300 Lansing St. (810) 591-1075 | Cage Comm Center 4110 Morrish Rd. (810) 591-4357 | Performing Arts Center 8427 Miller Rd. (810) 591-5253 | Athletic Stadium One Dragon Dr. (810) 591-1809 | Mary Crapo Park 8197 Miller Rd. (810) 591-1809 | |

A permit will be issued when the event is authorized and scheduled by the Community Education Department. If a rental fee is applicable, payment is due with application. Contact Morgan Farley at (810) 591-4357 or email mfarley@swcrk.org if you have questions.

****Deposits are required and due at the time rental contract is signed****

Application Date: _____ Building Requested: _____

Sponsoring Group: _____ Official in Charge: _____

Email Address: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Phone: _____

Alternate Phone: _____ Description of Activity: _____

Room Requesting: _____ # of participants: _____

Day & Date of Activity: _____

****If activity will be meeting on a regular basis, please attach a COMPLETED school year calendar along with your application.***

Time Needed for Activity: _____

Additional Set Up or Tear Down Time? _____

INDICATE ANY ADDITIONAL EQUIPMENT NEEDED (See next page for PAC specific equipment):

All facility requests must be made 10 days prior to the date of activity and submitted to the principal of the requested building. If a rental fee is involved with the activity, all payments must be made prior to scheduling the event. Payments can be made at the Community Education/Athletic Office in the High School.

PERFORMING ARTS CENTER ONLY

Rooms Requested (additional charges may apply):

- Theatre (Includes Lobby & Dressing Room) Dressing Room/Large Classroom
 Band Room Vocal Room Lobby Scene Shop

Select All Personnel Needed:

Select Standard Equipment Needs:

| Personnel | Total Needed |
|-------------------------|--------------|
| Light Tech (1 included) | |
| Sound Tech (1 included) | |
| Stagehand | |
| House Manager | |
| Ushers | |

| Item | Total Needed |
|-------------------------|--------------|
| Piano | |
| Piano Tuning | |
| Risers | |
| Chairs (Lobby Meeting)* | |
| Tables (Banquet)* | |
| Lectern | |
| Microphones | |
| Theatre Lighting | |
| Theatre Sound | |
| Projection | |
| Spot Light(s) | |
| Marley Dance Floor ** | |

-----For Office Use Only-----

Building Principal Approval

Signature: _____ Date: _____

Community Education Office Approval

Signature: _____ Date: _____