

**REQUEST FOR STUDENT ACTIVITY/FUNDRAISER
PERMIT TO USE SCHOOL FACILITIES**

Whiteford Agricultural Schools
6655 Consear Road
Ottawa Lake, MI 49267

This form must be completed and submitted to the Building Principal for approval a
minimum of two (2) weeks prior to the commencement of the activity.

Application Date:_____ Space Requested:_____

Date(s) of Event:_____ Event Start/End Time:_____

Description of Activity / Fundraiser (include purpose, participants, product or service sold, use of proceeds/
beneficiary):

Special Requests (i.e., furniture, equipment, services, etc.):

Names of all Supervisors of Activity/Fundraiser (i.e., chaperones):

If Fundraiser –
Expected Sales:_____ Expected Costs:_____ Expected Profit:_____

I HAVE READ THE RULES GOVERNING THE USE OF SCHOOL PROPERTY AND HEREBY AGREE TO ALL TERMS AND
CONDITIONS (*Board Policy 7510 / 7510 F2 – available in all school offices/district website*). It is also understood that
School District activities have preference over outside activities in using the school buildings and this request is
subject to cancellation if the requested facility is needed for a school activity. In accordance with State
requirements and Board policy, it is agreed that there shall be no use of tobacco or controlled substances in
the school building.

Applicant Name (please print) Address Phone

Applicant Signature Date

This section to be completed by Building Administrator(s)

Building Principal: ☐ Approved ☐ Denied
Signature Date

Athletic Director: ☐ Approved ☐ Denied
(MS/HS only) Signature Date

Comments/Notes:_____

Custodial / Rental Fees (payable to "Whiteford Schools"):_____

☐ Applicant ☐ Principal ☐ Athletic Director ☐ Superintendent ☐ Bldgs./Grounds ☐ Custodian