



Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, MI 48473
Phone: (810) 591-2300



<p align="center">APPLICATION ONLY</p> <p>A permit will be issued when the event is authorized and scheduled by the Community Education Office. If a rental fee is applicable, payment is due with application. Call the Community Education Office at (810) 591-4388 if you have questions regarding rental fees.</p>	<p>Mary Crapo School 8197 Miller Road (810) 591-4388</p>	<p>High School One Dragon Drive (810) 591-1815</p>	<p>Middle School 8230 Crapo Street (810) 591-1785</p>	<p>Dieck Elementary 2239 Van Vleet Road (810) 591-5260</p>
	<p>Elms Road Elementary 3259 Elms Road (810) 591-1287</p>	<p>Gaines Elementary 300 Lansing Street (810) 591-1075</p>	<p>Morrish Elementary 5055 W. Maple Avenue (810) 591-3730</p>	<p>Syring Elementary 5300 Oakview Drive (810) 591-1338</p>

Application Date: _____ Building Requesting: _____

Sponsoring Group: _____ Official in Charge: _____

Signature: _____

Address: _____

Phone: _____ Alternate Phone: _____

Description of Activity: _____

Room Requesting: _____ Approximate Number of Participants: _____

Day and 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: Start: _____ End: _____

Additional Set Up or Tear Down time? _____

INDICATE ANY ADDITIONAL EQUIPMENT NEEDED:

Chairs: _____ Microphone: _____ Spot Light: _____ Coffee Urn: _____ Podium: _____ Other: _____

All facility requests must be made 10 days prior to 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 Office in the Mary Crapo Building.

Building Principal Approval

Signature: _____ Date: _____

Community Education Office Approval

Signature _____ Date _____