



# Facility Rental Process

**Contact building secretary to request the room (list on page 2).**

Building secretary coordinates event staffing (district representative supervising the event, auditorium technician, custodian, etc.)

Customer fills out the Rental of Facilities Application and Invoice Estimate (Form M-2).\*

Customer fills out the Indemnification and Hold Harmless Agreement (Form M-3).\*

Rental of Facilities Application and Invoice Estimate (Form M-2\*) must be approved by the building principal.

Building secretary collects full rental fee from the customer if there is not an existing relationship with the customer. Collect 50% deposit or more if there is an existing relationship. Preferred payment method is by check or money order.

Rental funds are secured in the safe and deposited at First State Bank within 24 hours of collection.

If the rental fee was an estimate, provide final billing information to the Accounts Payable Specialist and she will prepare the final invoice for the amount due.

## **Building Secretary Contacts**

**Eastpointe High School - 586-533-3700 ext. 36421**

Darlene Byrd, Administrative Assistant to the Assistant Principals

**Eastpointe Middle School - 586-533-3600 ext. 35102**

**Bellview Elementary - 586-533-3100 ext. 31114**

**Crescentwood Elementary - 586-533-3200 ext. 32111**

**Forest Park Elementary - 586-533-3300 ext. 30134**

**Pleasantview Elementary - 586-533-3400 ext. 34111**

**Eastpointe Early Learning Center - 586-533-3900 ext. 37200**

\* Forms M2 and M3 are available internally at  
P:/ADMN/Office of Fiscal Services/Procedures Manual.

**Send copies of completed Forms M2 and M3 to:**

1. Business Office - Attn. Accounts Payable
2. Building Secretary
3. Applicant
4. Maintenance Department - Administrative Assistant



**EASTPOINTE**  
**COMMUNITY SCHOOLS**