

**EASTPOINTE COMMUNITY SCHOOLS
RENTAL OF FACILITIES APPLICATION AND INVOICE**

Please Circle One: Estimated Cost or Final Invoice

BUILDING: _____ **Contact:** _____

Name of Applicant/Group: _____
Group Representative: _____
Address: _____
Phone: _____
Type of Activity: _____

Date(s) and Times	
Event Date(s)	_____
Setup:	_____
Takedown:	_____

Type	Fee Classes (Place 'X' next to Class Type)
	Class I: K-12 School-sponsored programs, including drama productions, athletics, school clubs, school-sponsored dances, etc.
	Class II: Community Education programs and school support groups, such as PTOs, booster groups, etc.
	Class III: Non-profit groups & organizations that benefit the quality of community life, i.e., Boy/Girl Scouts, service clubs, & gov't agencies
	Class IV: Commercial and non-resident groups, and groups providing tuition or fee-based instruction

***ROOM RENTAL RATES:**

FEE Class				High School	Basic Charge	Middle School	Basic Charge	Elementary	Basic Charge				
I	II	III	IV										
No Charge	No Charge	No Charge	Full Charge	Auditorium	\$ 225.00	Gymnasium	\$ 100.00	Multi-Purpose Rm	\$ 60.00				
				Cafeteria	\$ 75.00	Cafeteria	\$ 75.00	Kitchen	\$ 50.00				
				Commons	\$ 75.00	Classrooms (ea.)	\$ 25.00	Classrooms (ea.)	\$ 25.00				
				Gymnasium	\$ 150.00	Other	\$ -	Other	\$ -				
				Pool	\$ 100.00	Student Light/Sound	\$ 8.25						
				Locker Rooms	\$ -	Additional Hours	\$ 50.00						
				Weight Room	\$ 50.00	Special Arrangements:	(need lifeguard, security, technicians, etc.)						
				Wrestling Room	\$ 50.00								
				Classrooms (ea.)	\$ 25.00								
				Other	\$ -								
				BUILDING CHARGES									
				Room Fee (Fill in appropriate room fee)				\$ -	Total Building Charges:				\$ -
				Number of Days of Use:					ASN to Credit:				

FEE Class				*CUSTODIAL RATES:		Hourly Rate:						
I	II	III	IV			High School	Middle School	Elementary				
No Charge	50% Charge	Full Charge	Full Charge	Day Custodian	Week/Saturday (Time & a half)	\$41.00	\$41.00	\$41.00				
				Night Custodian	Week/Saturday (Time & a half)	\$41.00	\$41.00	\$41.00				
				Day Custodian	Sunday or Holiday (Double Time)	\$54.00	\$54.00	\$54.00				
				Night Custodian	Sunday or Holiday (Double Time)	\$54.00	\$54.00	\$54.00				
				Total Billable Custodial Hours: (Attached schedule)								
				Custodian Rate	No. of Cust.	No. of Hours	Total	Total Custodial Overtime: \$ -				
\$ -			\$ -	Custodial O/T Salary ASN: _____								
\$ -			\$ -	Custodial O/T Benefits ASN: _____								
\$ -			\$ -	TOTAL AMOUNT OWED: \$ -								

NOTE: FINAL INVOICE WILL REFLECT ACTUAL HOURS, WHICH MAY BE HIGHER THAN QUOTED.

PAYMENT:

50% Deposit \$ - *Required from Class IV Groups Paid in Full \$ -

Per Week: \$ - Month: \$ - Quarter: \$ - Year: \$ -

Checks should be made payable to "Eastpointe Community Schools" and forwarded to the Office of Fiscal Services.

If the duration of the event exceeds the time quoted, additional hourly charges are applicable.

Signature: Administrator/Designee _____ Date _____ Signature: Applicant _____

ALL RENTAL REVENUES ARE TO BE SENT TO FISCAL SERVICES UPON RECEIPT	
Send Original/copies to:	Note: Every request shall carry the signature of the individual specifically designated or authorized to be responsible for the activity planned. An Indemnification and Hold Harmless Agreement must also be completed. The administrator or or designee shall determine the adequacy of supervision proposed for any activity taking place within his/her building. The administrator may require a security deposit. Scheduling priorities: (1) school program, (2) school-related programs, (3) Recreation Department, (4) other community groups.
1. Fiscal Svcs. (Original)	
2. Building	
3. Applicant	
4. Maintenance Director	

NOTE: CUSTODIAL RATES ARE SUBJECT TO CHANGE