



Building Usage Permit
Saline Community Education
200 N. Ann Arbor Street
Saline, Michigan 48176
Phone: (734) 429-8020 Fax: (734) 429-8025
www.salinecommunityed.com

Today's Date: _____

Permit # : _____

PLEASE TYPE OR PRINT CLEARLY. Return for approval. Always have your approved copy or email confirmation with you when using the facilities. **PLEASE ALLOW ONE WEEK FOR PROCESSING.**

Building: _____ Location: _____

Day(s) of week: _____ Dates (list each individual date requested): _____

(Include set-up & takedown time, if appropriate.) Time In: _____ a.m. / p.m. Time Out: _____ a.m. / p.m.

If event is open to the public (i.e. performance, meeting, etc.) list the actual event times if different than above: _____

Activity: _____ Approximate Number of People: _____

Name of your organization (if appropriate): _____

Your name (permit holder): _____ Phone Day: _____ Night: _____

E-mail address (please provide for permit confirmation): _____

Address: _____ City: _____ State: _____ Zip: _____

Alternate Contact Person: _____ Phone Day: _____ Night: _____

Will a lighting or sound technician be needed for this event? Yes No

The following equipment is needed: (Custodians and/or technology staff will not hand out equipment unless stated on this permit.)

1. **Saline Community Education reserves the right to grant or cancel permits at anytime. Please cancel any dates or times you no longer need 24 hours prior to the scheduled event. If advance notice is not given, you may be billed for these dates.**
2. **Groups must enter and leave the room(s) at the times approved on the permit.**
3. **No alcoholic beverages are permitted on school property.**
4. **Smoking is prohibited in all school buildings. Smoking is also prohibited on school grounds on regular school days before 6:00 pm.**
5. **When inclement weather, or other emergency conditions cause school to be cancelled, evening activities are not automatically cancelled. A separate decision on evening activities will be made by 1:00 pm. Permit holders may call the information line at (734) 429-8020, press 5.**

The person signing this permit is held personally responsible for the proper use of the building and equipment and for the supervision of any minors with the group. The permit holder is responsible for any rental fees, damage, custodial fees, etc. for this permit. The permit holder must be at least 18 years old and no longer a high school student.

I have received a copy of the Rental Rates for School Facilities and Rules and Regulations for Use of School Facilities and agree to them.

Permit Holder's Signature: _____

Date Received: _____ Date Processed: _____ Approved By: _____