

# Southfield Public Schools

## Application to Reserve Space - (*FOR SCHOOL EVENTS ONLY*)

Fax form to 248-746-7731 - Tel: 248-746-8653

Email: [community.use@southfieldk12.org](mailto:community.use@southfieldk12.org)

*Only complete if any of your event is occurring after school is dismissed on a Weekday, or anytime on Saturday & Sunday. If the event is during school hours, contact the schools front office to reserve the space. Keep a copy of your completed form for your records.*

Group Applying: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Ext. \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) needed: \_\_\_\_\_

Hours needed: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Or for reoccurring events:

Each (Circle needed day(s))    M    T    W    TH    F    SAT    SUN

Starting on date: \_\_\_\_\_ Ending on date: \_\_\_\_\_

Room Requested: \_\_\_\_\_ in which School \_\_\_\_\_

Event \_\_\_\_\_

Estimated attendance \_\_\_\_\_ (must complete this space)

Setup Instructions:

# Of Tables needed: \_\_\_\_\_ # of Chairs needed: \_\_\_\_\_

Any special instructions for setup: \_\_\_\_\_

Custodial needs: How many: \_\_\_\_\_ (Please remember: The Custodian Manager has final say if additional custodians are needed.)

Charge Account # \_\_\_\_\_ for the additional custodial cost.  
(Must provide account number upon submission of application)

*Approval by Principal required before submitting form.*

Principal's Signature \_\_\_\_\_

*ALL athletic events MUST be approved by the Director of Athletics*

Athletic Director's Signature \_\_\_\_\_

**Please contact the ITC Department directly for any equipment needs.**