

School District of the City of Royal Oak
BUILDING USE APPLICATION

1601 N. Campbell Rd. Royal Oak, MI 48067
Phone 248-545-0064 Fax 248-545-0885

Organization: _____

Name: _____

Billing Address: _____

City: _____ Zip: _____ Home Phone: (____) _____

Work Phone: (____) _____ E-mail: _____ Fax: (____) _____

School Requested: _____ Area: _____

Purpose: _____

Starting Date: _____ Starting Time: _____ Day(s) of Week: _____

Ending Date: _____ Ending Time: _____ Number Attending: _____

Admission Charge? _____ Anything Sold? _____ What? _____

School building will be open 15 minutes prior to your scheduled activity and is to be vacated 15 minutes after scheduled ending time to avoid added expense. Permit holders are solely responsible for all activities conducted pursuant to this permit, for any personal injuries and any damage to, or loss of, school, student and employee property. The School District is not responsible for any personal injury or for loss or damage to equipment or personal property brought onto school premises by the permit holder or person on the premises pursuant to this permit. Policies and Procedures of Royal Oak Schools must be adhered to and will be enforced, including the prohibition of all alcohol and/or tobacco products. Fire and severe weather procedures are for everyone's safety and are to be implemented accordingly. Royal Oak Schools reserves the right to cancel and/or relocate your approved activity. Activities are canceled if school buildings are closed due to inclement weather.

48 hours notice of cancellation is required to avoid cost or penalties. For cancellation notice please call 248-545-0064 ext. 3249. Please leave your name, building and date of event.

I agree to all of the above and understand that I am responsible for any and all overtime and additional cost that may occur.

Signature of Applicant: _____

BUSINESS OFFICE PERMIT AUTHORIZATION

The above Building Use Application has been approved.

Approximate Cost: _____

Director of Custodial Operations _____