

Facility Use Application
Benzie County Central Schools (BCCS)
9300 Homestead Rd, Benzonia, MI 49616

Date of Application: _____ **Name of Organization:** _____

Type of function or activity: _____

Profit or Non-Profit: _____ **Federal Non-Profit ID#:** _____

Date Required: _____ **Time: Start** _____ **End** _____ **Total Hours =** _____

Will you charge admission to this event? _____ **NO** _____ **YES** **Fee: \$** _____

Room requested:

- | | |
|-------------------------------------|-----------------------------|
| _____ Library @ _____ (bldg.) | _____ Crystal Lake Gym |
| _____ Any Classroom @ _____ (bldg.) | _____ Crystal Lake Kitchen |
| _____ HS/MS Auditorium | _____ Betsie Valley Gym |
| _____ High School Gym | _____ Betsie Valley Kitchen |
| _____ High School Cafeteria | _____ Lake Ann Gym |
| _____ High School Kitchen | _____ Lake Ann Cafeteria |
| _____ Middle School Gym | _____ Lake Ann Kitchen |

Applicant's Name: _____ **E-mail:** _____

Mailing/Billing: _____
Address _____

Day Phone #: _____ **Evening Phone #:** _____

Additional Requirements (i.e., tables/chairs in non-classroom, podium, sound system, scoreboard):

Applicant's Acknowledgement of Fees (page 2) and Responsibilities:

I do hereby certify, in representation of the above group, that I have read and we will observe and adhere to the rules and regulations. We understand that the requesting organization is responsible for any damage or loss to the school equipment or facility. Failure to comply with these rules for use of BCCS facilities will result in termination of my group's use of the building. Charges for repair of any damages and/or clean-up will be billed to my organization.

Applicant Signature: _____ **Date:** _____

Approval of Building Principal: _____ **Date:** _____

- CC:**
- a. Applicant
 - b. Director of Ops
 - c. CBO for invoicing
 - d. Food Service (as appropriate)

{Revised 04/20/17}

BCCS Facility Use Fee Structure	Group A	Group B
	Groups which directly provide activities and services for students; civic groups or community service organizations	Groups not defined as Group A; for-profit, out-of-district, or non-resident groups
Facility	Facility Use Fee	Facility Use Fee
High School		
Gym	\$25/Occurrence	\$100/Occurrence
Cafeteria	\$10/Occurrence	\$50/Occurrence
Kitchen	\$25/Occurrence	\$150/Occurrence
Middle School Gym	\$25/Occurrence	\$100/Occurrence
Crystal Lake		
Gym	No Charge	\$50/Occurrence
Kitchen	\$20/Occurrence	\$75/Occurrence
Platte River		
Gym	No Charge	\$50/Occurrence
Kitchen	\$20/Occurrence	\$75/Occurrence
Betsie Valley		
Gym	No Charge	\$40/Occurrence
Kitchen	\$20/Occurrence	\$65/Occurrence
Lake Ann		
Gym	No Charge	\$50/Occurrence
Cafeteria	\$10/Occurrence	\$50/Occurrence
Kitchen	\$15/Occurrence	\$75/Occurrence
Any School's Library	No Charge	\$45/Occurrence
Any School's Classroom	No Charge	\$25/Occurrence
Auditorium	\$100/Occurrence	\$300/Occurrence

Personnel Services	Personnel Fee	Personnel Fee
Custodian	* Weekday Hours \$25/Hr (Custodial rate will <i>not</i> be charged if set-up, clean up, or take down is <i>not</i> required before, during, or after event.)	* Weekday Hours \$25/Hr
	After Hours/Saturdays \$36/Hr	After Hours/Saturdays \$36/Hr
	Sundays/Holidays \$45/Hr	Sundays/Holidays \$45/Hr
Auditorium Technician Required if using the auditorium	\$25/hr ** Equipment, if applicable	\$25/hr ** Equipment, if applicable
Food Service If using a kitchen → <i>Contact Chartwells at the HS for food service needs. 231-882-4497</i>	* Weekday Hours \$25/Hr	*Weekday Hours \$25/Hr
	After Hours/Saturdays \$36/Hr	After Hours/Saturdays \$36/Hr
	Sundays/Holidays \$45/Hr	Sundays/Holidays \$45/Hr

* Billed for actual hours worked in support of event (i.e. prep and clean up)

** Equipment (i.e. projectors, sound system) billed at an hourly fee based upon availability