



**NORTHVIEW PUBLIC SCHOOLS
FACILITY USE APPLICATION**

Please review the *Facility Use Guidelines* and *Facility Use Fee Schedule* before submitting this application.

Group or individual name _____

Activity description (separate applications required for differing activities) _____

Building and area requested _____

- Group A – Wildcats
- Group B - Northview Community Groups
- Group C - NV/Non-NV Groups or Non-Profit Groups
- Group D - Private Citizens or Commercial Groups

Requested Date(s) of Use Days/Weeks (Circle all that apply): M TU W TH F SA SU
 (please submit separate applications for differing dates/hours)

Start date: _____ End date: _____

Hours (Including set-up) From: _____ am/pm To: _____ am/pm

Estimated # of adults attending: _____ Estimated # of students attending: _____

Total estimation of attendees will determine custodial and managerial needs/costs as indicated on the Facility Use Fee Schedule.

Please list SPECIFIC equipment and set-up arrangements necessary for your program and/or event _____

NOTE: For large events, Custodial Staff will be hired for all facilities. Additionally, a Facility Manager may be hired for high school facilities. An estimate of these rates will be included in initial invoice, due upon receipt. Additional fees may be invoiced upon completion of event.

Applicant Printed Name: _____ Phone: _____

Applicant Email: _____

Applicant and all participants are familiar with and will abide by NVPS School Board Policies and Facility Use Guidelines. In consideration for the opportunity of the above stated facility use, I hereby release Northview Public School (NVPS) including but not limited to all elected and appointed officials, employees and volunteers of the Northview Public Schools (NVPS) from any and all liability for any injury or damages whatsoever arising from participation in this program/event(s) at Northview Public School facilities. I agree to provide NVPS with a *Certificate of Insurance* and/or *Release of Liability Waivers* from each participant of the above stated rental when required, and submit said signed agreements to the NVPS Community Education Office before my first rental date. In understand that failure to adhere to these requirements will cancel this application.

Applicant Signature: _____ Date: _____

**Mail or drop off application to the Northview Community Education office located within
Northview High School, 4451 Hunsberger Ave NE, Grand Rapids, MI 49525**

NORTHVIEW PUBLIC SCHOOLS reserves the right to cancel this application for any reason.

For Office Use Only *****

Building approval _____ Date _____ Com. Ed. final approval _____

Initial of personnel responsible for collection of the following: Fee _____ Certificate of Insurance _____ HH Agreements _____

Original: Community Education Department **Copies:** Building Principal/Athletic Office/Aquatic Center Office; Custodial; Applicant