

# Coloma Community Schools

2518 Boyer Road Coloma, MI 49038 269-468-2424 www.ccs.coloma.org

## APPLICATION FOR USE OF SCHOOL FACILITIES FOR A SCHOOL EVENT / ACTIVITY

Date: \_\_\_\_\_

Please put on the school web site.  
(Attach additional information if necessary.)

Name of Organization: \_\_\_\_\_

Applicant's Information:

Printed Name: \_\_\_\_\_ Building \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Building / Room Requested: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Number of people to attend: \_\_\_\_\_

Requested Date of Use:

Single Date(s): \_\_\_\_\_

Weekly: Every M T W T F S S from \_\_\_\_\_ through \_\_\_\_\_  
(circle one or more) (mm/dd/yy) (mm/dd/yy)

Monthly: Every M T W T F S S from \_\_\_\_\_ through \_\_\_\_\_  
(circle one or more) (mm/dd/yy) (mm/dd/yy)

Time of Use: from: \_\_\_\_\_ a.m. / p.m. to: \_\_\_\_\_ a.m. / p.m.

Maintenance and/or kitchen needs / requests - **BE SPECIFIC:** # of tables need set up, use of kitchen, items you'd like to use (kitchen utensils, microphone, etc.) Verbal requests will not be acknowledged:

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***IF*** you require the services of a maintenance and/or kitchen staff during your event, a minimum of 1 hour at the rate listed under the Rules & Guidelines may be charged to your group for their services.

If you experience any maintenance issues while using the building, please send an e-mail to:  
[Coloma.maintenance@gmail.com](mailto:Coloma.maintenance@gmail.com)