



Cass City Public Schools
 4868 North Seeger Street
 Cass City, MI 48726

Elementary School
 Ph: 989-872-2158
 Fax: 989-872-3910
Jr./Sr. High School
 Ph: 989-872-2148
 Fax: 989-872-2068
Billing Questions
 989-912-1821

Building Use Request

Date(s) of Use _____

Organization _____

Person Applying _____

Billing Address _____

Phone # _____ Email Address: _____

Purpose _____ Expected Attendance _____

Facility Requested	Start Time	End Time	Est. Hours Of Use	Estimated Fees	Notes or Special Equipment Needed: Mic, Podium, Etc.
High School Gymnasium					
--Tarp Fee for H.S. Gym \$150					
High School Cafeteria					
High School Kitchen					
High School Classrooms					
Setup / Tear Down Time					
Elementary Gym/Cafeteria					
Elementary Kitchen					
Elementary Classroom(s)					
Setup / Tear Down Time					
Use of Athletic Fields					
Custodian					
Custodian					
Cook					
Equipment Rental					
Grand Total:					

I have read the Notices and Regulations for Use of Facilities and agree to terms and conditions listed. I also agree to the charges incurred for the services listed.

Signature – Must be 18 years of age or older

Date

 Approval by Building Principal

 Approval by Allison Zimba, Superintendent

Forwarded to Building Secretary for Final Entry _____