Rockford Public Schools
Quality Community – Quality Schools
Together Building a Tradition of Excellence

ROCKFORD PUBLIC SCHOOLS
FACILITY USE APPLICATION

School Building: _____

Application on behalf of: _____

Kind of Event (Description of Activity): _____

Type of Group:

- **School group (Level One)** ☐
- **School sponsored group, Scouts, OM (Level One)** ☐
- **Community based with non-profit status (Level Two)** ☐
- **Community based without non-profit status (Level Three)** ☐

SINGLE MEETING

Day (circle one): M T W TH F SA SU

Date _____ Hours of Event _____ am/pm to _____am/pm

Time Building to be open _____ Number in attendance _____(est)

SERIES OF MEETINGS

Day(s) of week, please circle

Beginning Date _____ Ending Date _____ M T W TH F SA SU

Hours of Event _____ am/pm to _____am/pm

Time Building to be open _____ Number in attendance _____(est)

Areas/Rooms requested (if food is involved, complete the Food Services attachment to this form) _____

_____

Equipment/Set up needed (ie; banquet tables, cafeteria tables, chairs, microphone, desks, podium):

_____

_____

The undersigned is at least 21 years of age. He/She agrees to be responsible to the Board of Education for the use and care of school property and will be responsible for complete supervision of all parties participating in this activity. It is further agreed that the character of entertainment/meeting will conform with the rules governing the use of Rockford Public Schools. NOTE: This application does not provide permission to use the requested facility. Permission will be granted when a Permit is issued.

_____ _____

Signature of Applicant (responsible party) ***Date***

Applicant email: _____ ***Applicant Phone #***_____

Email completed form to Kris Wolpert at KWolpert@rockfordschools.org no later than 10 days from the date of the requested event

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Food Services –
Attachment to Facility Use Application

If your event will have food served, please check all boxes that apply:

☐ Food is being catered through Rockford Food Services

☐ Food is being catered by an outside business and being prepared off-site. Food is brought in ready to serve.

If yes, provide the name of business catering:

☐ Food is being catered by an outside business which would like to prepare/cook food on site.

If yes, provide the name of business catering:

Food Services Director approval is required (if approved, staff charges will apply)

Approval/Signature of John Henry, Food Service Director:

☐ Yes _____

☐ No

☐ Food is being sold by a Mobile Food Vendor

NOTE: RPS cannot provide electric or water hook-up for mobile vendors

If yes, provide the name of each vendor, along with description of food sold:

Attach copy of Michigan Mobile Food License

Attach copy of insurance certificates naming RPS as an additional insured.

_____ _____

Signature, Facility Applicant Date