

Mason Consolidated Schools  
**FACILITIES RESERVATION**

Please press firmly – 4 copies must be made. *Please print.* Do not detach. Return all copies to the building principal or Athletic Director for a signature and a fee assessment, if applicable.

Date(s) Desired: \_\_\_\_\_ Building Desired: \_\_\_\_\_

Day(s) of Week: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Facility/ Facilities Requested: \_\_\_\_\_ Pool \_\_\_\_\_ Gym \_\_\_\_\_ Classroom (# \_\_\_\_\_ )  
\_\_\_\_\_ Cafeteria \_\_\_\_\_ Other ( \_\_\_\_\_ )

Name of Event: \_\_\_\_\_ Sponsoring Group: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Meeting \_\_\_\_\_ Dance \_\_\_\_\_ Athletic Event  
\_\_\_\_\_ Class \_\_\_\_\_ Other ( \_\_\_\_\_ )

Approximate Number of People Attending: \_\_\_\_\_

Special arrangements or equipment needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Facility Fee(s): \$ \_\_\_\_\_

Equipment Fee(s): \$ \_\_\_\_\_

Total Fee(s): \$ \_\_\_\_\_ Cash or Check (# \_\_\_\_\_ )

Signature of person in Charge: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Facilities of Mason Consolidated Schools are available to groups requesting permission. Policy rules and regulations regarding facilities use may be obtained online at [www.eriemason.k12.mi.us](http://www.eriemason.k12.mi.us) (Policy #7510 and Administrative Guideline 7510A/7510B/7510C) or at any one of the three building principal's offices. The right to grant or cancel permits at any time is reserved.

**APPROVAL**

Building Principal or Athletic Director \_\_\_\_\_

Director of Building and Grounds \_\_\_\_\_

Scheduled on District Calendar \_\_\_\_\_

Disapproved for the following reason: \_\_\_\_\_