



TECUMSEH PUBLIC SCHOOLS

Uncompromisingly Learner Centered

Facility Use Request

This request is due to the facilities team 14 days prior to event.
Forms received after 14 days will be denied.

Responsible Party Information			
Primary Contact Person:		Primary Contact Phone:	
Primary Contact Address:			
Primary Contact Email:			
Alternate Contact:		Alternate Contact Phone:	
Alternate Contact Email:			
Business/Organization:			
Today's Date:			
Event Information			
Event:			
Requested Building:		Room(s):	
Event Date(s):		Times Needed: (include set-up/take down)	In: _____ Out: _____
Room Set-Up <input type="checkbox"/> Classroom Style <input type="checkbox"/> Theater Style <input type="checkbox"/> "U" Shape <input type="checkbox"/> Banquet <input type="checkbox"/> Other (draw diagram below)		Audio/Visual Equipment <input type="checkbox"/> Podium with Microphone <input type="checkbox"/> Lavalier Microphone <input type="checkbox"/> Data Projector/Cart <input type="checkbox"/> TV With DVD Player <input type="checkbox"/> Other: _____	
<input type="checkbox"/> Chairs # _____ <input type="checkbox"/> Round Table # _____ <input type="checkbox"/> Rectangle Table # _____		<input type="checkbox"/> Screen <input type="checkbox"/> Easel <input type="checkbox"/> Sound System	

Hold Harmless Agreement

It is agreed that in partial consideration for the use of school premises by any group or organization, and as a condition thereof, such group or organization for itself and its members, by acceptance of such use, forever releases and holds the Tecumseh Public Schools harmless from any and all claims for personal injury or property damage whatsoever, and forever releases the Tecumseh Public Schools Board of Education, or any employee for such injury or damage, as well as claims, costs and attorneys' fees thereof, so that no cost or charge can result to the Tecumseh Public Schools in connection with any such injury or property damage. Any questions regarding insurance liabilities shall be referred to the District business manager.

Primary User Signature

TPS Approval Signature