



# Application For Permission to Use a School Facility

Brighton Community Education  
850 Spencer Road, Brighton, MI 48116  
810-299-4130

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

Date Received at Community Education \_\_\_\_\_

Date Submitted to BCPA Director \_\_\_\_\_

**Applications must be submitted to the Community Education Office no less than two weeks prior to an event. Any application submitted with less than two weeks will be returned unprocessed**

**\*All tickets sold for any event incur a \$1 maintenance fee per seat, including school events\***

Building Requested \_\_\_\_\_ Brighton Center for the Performing Arts \_\_\_\_\_

Other Rooms Requested \_\_\_\_\_

Days Requested  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Date(s) Requested for the Entire Event \_\_\_\_\_

Time to enter and exit for each date \_\_\_\_\_  
(hourly charges apply)

\_\_\_\_\_

Curtain Call for Each Performance \_\_\_\_\_

Contact person/Director \_\_\_\_\_ Name of Organization \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_ Description of Event \_\_\_\_\_

Email address \_\_\_\_\_ Manager/Supervisor \_\_\_\_\_

Organization Address \_\_\_\_\_ Supervisor Cell Phone \_\_\_\_\_

\_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

BRIEF Description of Needs (microphones, projector, etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please complete the BCPA Reservation – Details Form and submit it with your application*

**OFFICE USE ONLY**

Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

BCPA Director Approval \_\_\_\_\_ Date \_\_\_\_\_