



ROSCOMMON AREA PUBLIC SCHOOLS

Facility Use Invoice

299H W. Sunset Dr
P.O. Box 825
Roscommon, MI 48653
P: (989)275-6600
F: (989)275-8227
www.rapsk12.net

REQUIRED INFORMATION

Name of Organization: _____ Date of Event: _____
 Billing Address: _____ Time of Event: _____
 Contact Name: _____ Contact Phone Number : _____

INVOICE

Facility Location (Please check the box of the Location you are requesting)	<input type="checkbox"/> RES Roscommon Elementary School	<input type="checkbox"/> RMS Roscommon Middle School	<input type="checkbox"/> RHS Roscommon High School	Hours Required	Subtotal
* Gyms / Auditoriums/ Athletic / Fields / Library/Fitness Room	\$30/hr.	\$50/hr.	\$50/hr.		\$
	\$900 / School Year	\$1500 / School Year			\$
* Classroom	\$10/hr. or \$300 / School Year				\$
*Computer Lab (Requires special approval)	\$50/hr. or \$1500 / School Year				\$
*Cafeteria / Kitchen / Parking Lots	\$30/hr. or \$900 / School Year				\$

*EACH FACILITY IS BILLED SEPARATELY

Computer Tech Support (Required with Computer Lab rental)	\$25/hr. per Technician <i>Minimum of 1 required</i>		\$
Auditorium Technicians (Required with Auditorium rental)			\$
Food Service Employee(s) (Required with Kitchen rental)	\$25/hr. per Food Service Employee <i>Minimum of 1 required</i>		\$
Custodian <i>Outside regular work hours</i>	\$30/hr. per Custodian <i>Minimum of 1 / size of even will dictate quantity</i>		\$
Portable Stage / Equipment	\$25/hr. or \$50 / day		\$
Application Fee	\$5 standard application fee		\$
Other Fees			\$

10% Discount if paid in full prior to the date of event.

Date Paid: _____

%

\$

Please make checks payable to: **ROSCOMMON AREA PUBLIC SCHOOLS or RAPS**

TOTAL

\$

- APPLICANT HAS RECEIVED A COPY OF INVOICE AND HAS REVIEWED AND ACCEPTED THE ***FACILITY USE PROCEDURES AND GUIDELINES***-

SIGNATURE OF APPLICANT:

DATE:

AUTHORIZED SIGNATURE:

DATE:

- * For profit/non-profit groups, out-of-district and non-resident group rentals, please contact the [Roscommon Area Public Schools Board of Education Office](http://www.rapsk12.net) at (989)275-6600 with questions.
- * Yearly rates may be desirable for groups utilizing the facilities or services more than 30 times per year. All yearly rates are per hour. Call for summer rates.
- * Custodial fees are typically not charged during normal working hours. The custodial cost is charged for OUTSIDE normal working hours or when additional support is needed.
- * Fees for special circumstances involved with the use/rental request may be assessed.
- * 1 COPY TO BOE - 1 COPY TO APPLICANT - 1 COPY TO BUILDING