



WHITMORE LAKE PUBLIC SCHOOLS

Whitmore Lake Community Recreation

7430 Whitmore Lake Road, Whitmore Lake, MI 48189

Tel: (734) 449-4461 Ext. 3058 Fax: (734) 449-5576

www.wlps.net

Rules to Follow for Whitmore Lake Public School Building Use

1. Building Use Reservation forms must be submitted at least two (2) weeks prior to use or requests may be denied.
2. The applicant is fully responsible for all facilities used.
3. To insure future use of these facilities, please be sure to leave the room and equipment in proper condition and furniture arrangement as found.
4. Do not disturb any message that may appear on whiteboards or chalkboards in the classroom areas.
5. There may be a time during the school year when your request may have to be cancelled. It is our hope the applicant understands that the K-12 programs have priority over service clubs, scouting activities, etc. You will be notified in advance when possible and accommodations in another facility will be provided when possible.
6. Children attending this event must be supervised by an adult at all times. This includes trips to the restroom and drinking fountain.
7. A fifty percent (50%) deposit (or more) must be made in advance for fees exceeding \$100.00.
8. All rental, utility and security fees are subject to change without notice.
9. **ABSOLUTELY NO ALCOHOLIC BEVERAGES** may be served or consumed on school property.
10. **ABSOLUTELY NO SMOKING** is permitted in school buildings or on school property.
11. WLPS has the right to require forfeiture of any deposit made if the applicant fails to follow any of the above rules.