



74500 Burk Street, Armada, Michigan 48005 · (586) 784-2136 · FAX: (586) 784-4268

August 6, 2025

To Whom It May Concern:

Thank you for expressing an interest in using our facilities! We are implementing a new process for requesting the use of our facilities, designed to streamline communication and ensure consistency across all facility rentals.

Effective immediately, anyone interested in renting a facility must review the attached "Facility Use Rules" and complete a "Facility Use Request Form."

Once completed, please submit the form to Armada Area Schools, Attn: Business Office, 74500 Burk Street, Armada, Michigan, 48005. Alternatively, forms may also be submitted via email to facilityuse@armadaschools.org.

Once your form is received, it will be reviewed for availability and alignment with our policies. If approved, you will be contacted with a cost estimate based on your request details.

To view our current rates, please refer to the "Facility Use Fee Schedule" attached.

We appreciate your cooperation as we transition to this updated system. If you have any questions, please do not hesitate to reach out to the Business Office at (586) 784-2113 or email facilityuse@armadaschools.org.

Sincerely,

Armada Area Schools

The Armada Advantage: Achievement, Community, Innovation

*Equal opportunity employer. Auxiliary services available to individuals with disabilities.
Michigan Relay Center 1-800-649-3777 (Voice and TDD)*