



Forest Hills Public Schools  
Operations Office

**BUILDING and FACILITY USAGE  
Exempt Organization Registration Form**

Exempt Organization Name: \_\_\_\_\_

Exempt Organization Taxpayer Identification (TIN) #: \_\_\_\_\_

Address: \_\_\_\_\_

City State, Zip: \_\_\_\_\_

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**Type of Organization (Select One)**

(A non-profit organization shall be required to provide a current copy of its 501(c)3 or 501(c)4 letter prior to final approval)

Governmental Entity

Church

Nonprofit School

Nonprofit Hospital

Nonprofit Internal Revenue Code Section 501(c)(3) with an exempt ruling letter from the IRS

Nonprofit Internal Revenue Code Section 501(c)(4) with an exempt ruling letter from the IRS

Nonprofit Organizations with an Exempt letter from the State of Michigan

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**Certification:**

I declare that the information on this form is accurate. If the claim of exempt status is later determined to be incorrect, I agree to retroactively pay non-exempt organization rental rates. I understand Forest Hills Public Schools reserves the right to request additional information to confirm exempt status.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Name (Printed or Typed): \_\_\_\_\_

Return completed form to:  
Forest Hills Public Schools Operations Office  
150 Alta Dale SE  
Ada, MI 49301  
or email to Brenda Hurbanis at  
bhurbanis@fhps.net