



REQUEST FOR USE OF MILTON-UNION K-12 SCHOOL FACILITIES

Group Name: _____

Submission directions are on the bottom of page 4.

We seek permission to use the following school facilities:

School Building: ES MS HS Shared Services Track

FACILITY:

HIGH SCHOOL GYM

STAGE

LIBRARY

MULTI-PURPOSE

ELEMENTARY SCHOOL GYM

AUDITORIUM

CLASSROOM

If for a season or extended period, state the beginning and ending dates.

<u>Day</u>	<u>Date</u>	<u>From</u>	<u>Hours</u>	<u>To</u>
_____	_____	_____		_____
_____	_____	_____		_____

Purpose:

Name of Adult in Charge:

We wish entrance to the building at: _____ (time)

We will vacate the building by: _____ (time)

We _____ charge an admission fee. We expect an attendance of approximately # _____ persons.

We require use of the following, and understand there may be a charge for such use:

Stage

Special Lighting

Ticket Table & Chairs #

Piano (on stage)

Piano (on floor)

Divider Curtain

Basketball Backboard Key

Bleacher Key

Speaker's Stand

Gymnasium Showers

Folding Chairs #

Large Folding Tables #

Concession Stand

Other (designate)

Additional requests or comments:

Concussion Requirements: For all athletic events, individuals serving as the coaches during practice or competition are required to follow state mandated concussion training and practices.

_____ (Organization) assure that we are in compliance with these regulations.

It is understood that Milton-Union activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

Emergency Contact: Larry Smith 937-238-5022 or Mark Lane 937-684-5838

Name of Organization/person/group

By: _____
Signature

Address: _____ Telephone: _____

THIS SPACE FOR DISTRICT USE

This request has been approved and granted.

RENTAL \$ _____ OTHER FEES \$ _____

All rental and other fees are payable in advance and checks are to be made payable to Milton-Union Schools.

This approval is subject to certain other conditions as set forth below:

Superintendent/Designee's Signature

Date

This request cannot be granted for the following reason(s):

Superintendent/Designee Signature

Date

**Related Group's
Rental Fee:**

Without Custodian: ½ Day (4 hrs. or less) \$50.00 Full Day (4 to 8 hrs.) \$100.00

With Custodian add- Custodial Fee: \$35.00/hr. per custodial (2 hr. minimum) As determined by Milton-Union

Outside Groups:

Rental Fee: Without Custodian: 4 hrs. or less- \$250.00 4 to 8 hrs.- \$500

With Custodian add- Custodial Fee: \$50.00/hr. per custodial (2 hr. minimum) As determined by Milton-Union

Submission Directions

You can submit this form electronically by completing, adding a digital signature (click the signature box and the directions to create a signature are provided) and clicking the submit button or you can print the document and send to Milton-Union Schools or download this form, complete and email to Brenda Dehart dehartb@muschools.com.

This form is best supported with Internet Explorer. The signature field and submit button are not active with all internet browsers. If you are accessing through the phone app you will not be able to complete the form digitally.