

USD #226, MEADE SCHOOLS FACILITIES USE APPLICATION

Meade Unified School District No. 226

Box 400
Meade, KS 67864
620-873-2081

FIRST DAY AND DATE OF USE:

BUILDING TO BE USED:

ROOM(S):

GROUP REQUESTING USE:

WILL THERE BE A CHARGE FOR THE EVENT: YES NO

PERSON IN CHARGE:

PHONE:

ADDRESS:

ALTERNATE PHONE:

CITY, STATE, ZIP:

INVOICE TO:

ESTIMATED ATTENDANCE:

PURPOSE OF RENTAL:

THE UNDERSIGNED AGREES TO USE THE FACILITIES REQUESTED IN ACCORDANCE WITH THE POLICIES OF THE MEADE UNIFIED SCHOOL DISTRICT NO.226

SIGNED

DATE

SET UP TIME (time you expect building to be open)

START TIME (time event is scheduled to begin)

END TIME (time event is scheduled to end)

CLEAN UP TIME (if different than at end of event)

KITCHEN FACILITIES NEEDED: YES NO

DATE

DATE

ADDITIONAL DATES IF USE IS FOR MULTIPLE DATES:

TIME OPEN

TIME OPEN

TIME CLOSE

TIME CLOSE

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SET UP DIAGRAM:

SPECIAL SET UP INSTRUCTIONS:

EQUIPMENT NEEDED:

RENTAL FEE _____ Insurance Certificate Required _____ YES _____ NO
CUSTODIAL FEE _____ If yes, complete signed Agreement "Exhibit B" KGB
TOTAL FEE _____
DEPOSIT _____
BALANCE DUE*** _____

APPROVED: _____
District Official

*** Make all checks payable to the Unified School District No. 226

All facilities use applications expire on July 1 on an annual basis
A new application using the form showing the current year must be submitted after that date.
No applications will be accepted before July 1 for the next school term.
ALL applications must be filed at least 10 DAYS PRIOR TO USE.