

**MARLETTE COMMUNITY SCHOOLS
USE OF SCHOOL BUILDINGS / GROUNDS**

RULES COVERING USE OF SCHOOL BUILDINGS/GROUNDS:

- The Superintendent reserves the right to approve the use of the facilities by any individual including school employees, groups or organizations.
- Wedding receptions, showers or family reunions are not allowed.
- School equipment may be loaned to community members or organizations for worthwhile educational, civic, charitable, or non-profit purposes when the group borrowing the equipment agrees to accept responsibility for repairing or replacing any damaged or lost equipment while in its possession.
- Smoking is prohibited in all buildings per law. Smoking is prohibited on school property per School Policy.
- No alcoholic beverages will be permitted at any function held on school grounds.
- Groups using the kitchen facilities for the preparation of meals must employ a food service worker. Charges for the services will be the actual labor costs.
- The District reserves the right to determine when custodial and food service personnel will be utilized.
- Lighted candles and flammable materials may not be used for decorative purposes.
- The user is responsible for the preservation or order and damage to school property.
- Adult supervision of children is required at all times.
- No reservation will be made until this application is returned and approved.
- All gym requests must be cleared by the Administration. School events/practices take precedence over previously scheduled building/athletic complex use.
- No permanent markings can be placed on the buildings or grounds. If applicable, removal will be at user's expense.

RENTAL RATES:

No Charge: MASAP, AYSO, BOY/GIRL SCOUTS

Non-Profit Groups: \$50 fee plus custodial and/or food service fees, if applicable

For Profit Groups: \$100 fee plus custodial and/or food service fees, if applicable

MARLETTE COMMUNITY SCHOOLS
APPLICATION FOR
USE OF SCHOOL BUILDINGS OR GROUNDS

Name of Group or Organization		
Contact Person / Phone Number		
Address		
Activity / Purpose of Meeting		
Date of Activity ___ / ___ / ___ Start Time _____ End Time _____		
Building Requested <input type="checkbox"/> Elementary School <input type="checkbox"/> Jr/Sr High School Room Requested <input type="checkbox"/> Gym <input type="checkbox"/> Café <input type="checkbox"/> Classroom <input type="checkbox"/> Kitchen Grounds _____ (please list)		
Staffing Needed <input type="checkbox"/> Custodian <input type="checkbox"/> Food Service Open Time _____ Close Time _____		
Equipment Needed <input type="checkbox"/> Chairs / Number _____ <input type="checkbox"/> Tables / Number _____ <input type="checkbox"/> Podium		
Other Equipment Needed:		
<i>Office Use Only</i>		
Date Submitted	Date Approved	Approved By
Distribution <input type="checkbox"/> Organization <input type="checkbox"/> Administration <input type="checkbox"/> Custodians <input type="checkbox"/> Athletic Director <input type="checkbox"/> Payroll		