

Distribution: Accent Stage Mgr. Bookkeeper _____ _____ _____ _____
Maintenance Heat _____ School Calendar _____

**Application for the Use of School Facilities
of the Menominee Area Public Schools**

DATE _____

MONTH _____ DAY _____ YEAR _____

Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday ___

BUILDING OR AREA _____

EVENT TIMELINE _____

BUILDING OPENING TIME _____ CLOSING TIME _____

ORGANIZATION _____

PURPOSE OF EVENT _____

ESTIMATED GROUP SIZE _____ SERVICE CHARGE _____

ADMISSION CHARGED: _____ FOOD SALES: _____

(Yes) _____ (No) _____ (Yes) _____ (No) _____

MENOMINEE DELTA HEALTH DEPT. OPERATING LICENSE # _____

CUSTODIAL SERVICE (Yes) ___ (No) ___ OPEN & CLOSE ONLY (Yes) ___ (No) ___

CUSTODIAL ON DUTY HOURS _____

INDIVIDUAL IN CHARGE

Name: _____ Phone: _____

Signature: _____

Address: _____ E-Mail: _____

***** IF THE BUILDING IS LEFT UNSECURED OR DOORS PROPPED OPEN, CHARGES WILL BE ASSESSED.*****

SPECIAL CONSIDERATIONS _____

The applicant must agree to reimburse the Board of Education for loss or damage to property sustained during occupancy covered by the permit. The applicant must relieve the Board of Education from all responsibility for loss or damage to the property of any person attending the meeting or event. The applicant agrees to keep proper order, see that tobacco and intoxicants in any form are not used and that there will be no obscene and profane language. The moving of all school owned property must be done by the crew of men in charge of the area to be used and/or as appointed by the Superintendent of Schools.

1. The school facilities may be used by community organizations, outside of school connected activities which do charge an admission (or in any way take collection) for charity purposes.
2. Applicants for the use of school facilities by community organizations, outside of school connected activities, which do charge an admission fee (or in any way take up a collection) for charity purposes, shall be referred to the Superintendent of Schools. In case such requests are granted, there may be a fee charged.
3. Any application for the use of the school facilities may be referred to the Board of Education for final action.
4. Applicant has inspected the premises, accepts the same in their present condition, hereby agrees, if this application is accepted, to indemnify and save harmless the Menominee Area Public School District, Menominee County, Michigan, its Board of Education and Superintendent of Schools, from all claims of liability for personal injuries due to any alleged defects in construction of said premises during the rental period, and agrees to pay and satisfy any judgment and costs resulting from any claims and, further, the applicant agrees to return the facilities used in the same or better condition as found.

Date: _____
Signature of Applicant

Approved: _____

 (For Office Use Only)

<u>Facility/Equip.</u>	<u>Building/ Room</u>	<u>Amount Charged</u>	<u>Day</u>	<u>Number of Custodians</u>	<u>Start/End Time</u>	<u>Rate</u>		
						<u>Reg</u>	<u>OT</u>	<u>DBL</u>
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Classification: _____ Light & Sound: Yes / No

TOTAL ESTIMATE: _____ (Actual charges to be billed.)