

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT  
APPLICATION FORM

The undersigned entity makes application for the use of the school district facility or equipment designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building, site, or equipment. The entity is responsible for complying with the law, board policy and administrative regulations. If the school district requires a custodian to be on duty and it is outside of the custodian's work hours, the charge for rental of the facility will be at time and a half of the custodian's rate of pay.

Martensdale-St. Marys Community School District

**FACILITIES REQUEST FORM**

Name of Group \_\_\_\_\_ Date \_\_\_\_\_

Address of Group \_\_\_\_\_ Phone \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

Equipment or Furniture Needs:

Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Kitchen \_\_\_\_\_ Other \_\_\_\_\_

Date Facilities are desired \_\_\_\_\_

Starting and closing hours requested \_\_\_\_\_ Number in group \_\_\_\_\_

Nature of Meeting/Event \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Recommendation: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal/Activities Director

Date received in Superintendent's Office \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ More Information Needed

Cost of Rental \_\_\_\_\_ Supervision Provided \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_