

School/Community Relations

Series 900

Policy Title: Use of School Facilities-Application Form

Code No. 905.1-E2

Marshalltown Community School District  
USE OF SCHOOL FACILITIES – APPLICATION FORM

The undersigned applicant makes application for the use of the school building designated below. The applicant will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building. This is required if admission is charged.

Please refer to Policy 905.1-R3 to determine the proper use of school facilities. Applicant is responsible for enforcing these regulations.

Name of organization making application:

\_\_\_\_\_

Name of person making application:

\_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

The applicant must provide an Indemnity and Liability Insurance Agreement, prior to the use of facilities. Liability coverage to be in the amount of \$1,000,000, for applicable events or facility usage.

Building Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Hours: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Setup Hours: \_\_\_\_\_

**Auditorium**

Seating requirements: \_\_\_\_\_

Tables required on stage \_\_\_\_\_

Stage curtain and attendant \_\_\_\_\_

Spotlights \_\_\_\_\_

**Gymnasium**

Seating \_\_\_\_\_ Scoreboard \_\_\_\_\_

Public address system \_\_\_\_\_

