

School/Community Relations

Series 900

Policy Title: Use of School Facilities-Application Form

Code No. 905.1-E1

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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, site, or equipment. This is required if admission is charged.

Please refer to Policy 905.1-R3 to determine the proper use of school facilities and equipment. Applicant is responsible for complying with the law, board policy and the administrative 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: _____

Estimate Setup Hours: _____

Event Hours: _____

Attendance: _____

<u>Auditorium</u>	<u>Gymnasium</u>
Seating requirements: _____	Seating _____
Tables required on stage _____	Scoreboard _____
Stage curtain and attendant _____	Public address system _____
Spotlights _____	Classroom _____
Microphones _____	*Lunchroom _____
	Swimming Pool _____

Podium _____	
Stand _____	
Table _____	
Stand in audience _____	
Other equipment _____	
**Special needs: _____	

Total Fee: \$ _____
 (from fee schedule Code 905.1-R2)

Admission charge Yes _____ No _____

 (Signature of Applicant)

 (Date)

- * Food Service preparation equipment and personnel to be arranged with Director of Food Service.
- ** Equipment needs on special requests may require additional fee.
- *** Facility fee only
 Staff supervision and custodial fees to be in addition based on actual costs.

Adopted: Fall 2001

Reviewed:

Amended: November 8, 2016
 February 17, 2020