

**Mancelona Public Schools Staff
Internal Facilities Use Request Procedures & Form**

**MPS Staff are individuals who are current school employees and/or associated agencies/vendors
Form should be submitted two weeks prior to the event (unless for unforeseen circumstances)**

Complete the below form (Word format), save on your computer, name it (last names – date – purpose).

Please have the building Principal approve, Ben Tarbutton, if applicable and Lindsey Newland, if applicable. The form should then be forwarded to the Central Office for final approval and once approved this will be forwarded to the Maintenance Dept. for implementation. A copy will be sent back to you once approved. **This form needs to be to the Central Office. 2 weeks prior to the event.**

Applicant Name _____ **Date** _____

Facility Requested:
High School _____ Middle School _____ Elementary School _____

Area(s) Requested _____

Date(s) Needed _____ Time(s) _____

Purpose of Request _____

Custodian needed/required (yes/no) Food Service personnel needed/required (yes/no)

Which Doors to unlock and times _____

Equipment/Material Required _____

Describe setup required in detail _____

EXCLUSION: (School Board Policy #7510)

Use of school facilities shall not be granted for:

- A. Any purpose which is prohibited by law.
- B. Profit making activities (permission may be granted in the activity benefits educational programs, examples may include sports camps and not-for-profit fundraisers).
- C. Personal or private use, i.e., weddings, social events, receptions, birthday parties, family reunions, etc.

AGREEMENT:

“The applicant hereby agrees to indemnify and hold harmless the School District from any liability for damages to any person or property on or about the School District premises from any cause whatsoever. All persons or group using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The facility must be cleaned and left in the order you found it to avoid a cleanup fee of \$24.00 per hour. The applicant agrees to be responsible for the preservation of order.”

APPROVAL/DISAPPROVAL: Applicant will be notified via email, once all individuals that oversee requested area(s) have provided a response to your request.

Approved/Disapproved - Building Principal: _____ Date: _____

Approved/Disapproved – Area Supervisor: _____ Date: _____

Approved/Disapproved – Superintendent: _____ Date: _____