

Mancelona Public Schools
Facilities Use Request
(School Board Policy 7510)

Group/Organization Information:

Name of Person/Group/Organization: _____

REQUIRED - District Employee providing access to building (Key Card): _____

(Internal door keys must be checked out from building secretaries)

Address: _____ City: _____ State: _____ Zip: _____

Telephone(s): (_____) _____ Fax: (_____) _____

Email Address: _____

Will a custodian be needed/required (yes / no), Custodian assigned: _____

Will Food Service be needed/required (yes / no), Cook assigned: _____

Facility Requested:

High School _____ Middle School _____ Elementary School _____

Fees:

Classroom	_____ \$15.00/hour	Kitchen*	_____ \$25.00/hour
Library	_____ \$20.00/hour	Gymnasium**	_____ \$25.00/hour
Computer Lab*	_____ \$25.00/hour	Cafeteria	_____ \$25.00/hour
Commons (HS)	_____ \$25.00/hour	Other:	_____ \$_____/hour

(*) – A district employee or designee must oversee use and an hourly fee may be charged

(**) – For MS, specify 7/8 or 5/6 gymnasium

Date(s) Requesting Facility: _____ **Time(s):** _____ **Day(s) of Week:** _____

Main entrance door(s) can only be unlatched remotely via the program, please indicate timeframe you want these doors to be unlatched: (when doors are unlatched, the person(s) listed above are responsible to have someone be there. Additionally, main entrances will not be propped open, doors have sensors on them to alert us when left open.)

Purpose: _____

Equipment: (Note: For non-MPS events, a fee may apply and equipment will be available. Setup and tear down is the responsibility of the Persons/Group/Organization requesting): _____

Describe setup required in detail: _____

General Information:

- Facility is available during agreed upon times only.
- Custodial/cook fee is rated at time and a half when needed for scheduled events (\$_____ per hour).
- Custodial/cook fee is charged on days custodians/cooks normally work if activity requires time from routine tasks.
- A security/damage deposit may be required.
- Rental fee and security deposit is required to be paid prior to usage. Any unused portion of the custodial/cook expenses and/or security/damage deposit will be refunded.
- Rental/custodial expenses/damage deposit is required 48 hours prior to access.
- Use or possession of tobacco (in any form), alcohol and/or any controlled substance is prohibited on school property and buildings at all times.
- Specific buildings may have further information – see attached if any

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.”

Applicant’s Signature

Date

Approved - Disapproved

Supervisor of area requested

Date

Approved

(Athletic Director, Food Service Director, Classroom Teacher, Librarian, etc.)

Building Principal

Date

Approved

District Approval/Disapproval

_____ This request is approved except for any limitations noted under “Comments” below.

Fee for facility use: \$ _____

The security/damage deposit will be: \$ _____

Balance/total due: \$ _____

_____ This request is NOT approved. Reason noted under “Comments” below.

COMMENTS: _____

Superintendent’s Signature

Date