

MENAHGA PUBLIC SCHOOL DISTRICT NO. 821  
PHONE 564-4141 FAX 218-564-5401

**APPLICATION FOR RENTAL/USE OF SCHOOL FACILITY/GROUNDS/EQUIPMENT**

To be filled out at least one week prior to date requested.

**NAME/ADDRESS/PHONE OF ORGANIZATION/INDIVIDUAL MAKING REQUEST:**

\_\_\_\_\_

RESPONSIBLE ADULT: \_\_\_\_\_  
Not a student.

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ROOM(S)/EQUIPMENT/AREA REQUESTED: \_\_\_\_\_

OTHER ITEMS NEEDED: \_\_\_\_\_  
i.e. chairs, sound system, podium, books, etc.

DATE AND TIME REQUESTED: \_\_\_\_\_  
No building use after 9:30 PM.

RENTAL FEE – TO BE PAID IN ADVANCE: \_\_\_\_\_  
See back for fee schedule.

CUSTODIAL FEES WILL BE BILLED AFTER EVENT. ORGANIZATION/INDIVIDUAL WILL BE HELD RESPONSIBLE FOR DAMAGE TO FACILITY/EQUIPMENT/GROUNDS AND WILL BE BILLED ACCORDINGLY. THIS MUST BE PAID WITHIN 5 DAYS.

I agree to the responsibility described in this form.

\_\_\_\_\_  
Applicant Signature Date

APPROVED/DENIED BY \_\_\_\_\_  
Date

## FACILITY/GROUNDS/EQUIPMENT USE: (policy 799L)

Any group using any part of the school facility shall follow the following regulations:

Any outside group using school property shall pay a \$25 fee per room. Groups such as boy scouts, girl scouts, etc., need not pay the fees unless deemed necessary by the Superintendent. However, these groups, as well as any group/individual, will be responsible for any damage to facility, equipment or grounds, or any extra custodial time, if applicable. All rules apply to these groups. These groups must complete the request form to assure room is available and date/time will be placed on the "master calendar". (Master calendar is located in the district office.)

Any use of rooms/grounds/equipment must first be cleared through the District office, which will check with the AD, classroom instructor or room supervisor, the head custodian and the Superintendent. Use request forms are available from the district office. (See policy 902L-reverse side of this document).

Varsity Softball or Baseball Fields - \$25 per game without lights and \$75 per game with lights.

Gymnasium - \$25 rental fee

Multi-Purpose room - \$25 rental fee

For groups of 50 or more people: there will be a minimum charge of \$50 for the first two hours, plus hourly charges for janitorial time. In addition, each additional hour after two will have a \$25 charge.

Kitchen - \$50 rental fee plus up to \$30 per hour for cook. Any time the kitchen is used this fee applies. Renter must contact the Food Service Supervisor to make arrangements.

Custodial staff must be present for all functions at the discretion of the Superintendent. Up to \$30 per hour for a custodian. Any time the school property is used by an outside group/individual, this fee applies. Renter must contact the Building and Grounds Supervisor to make arrangements.

Sound System Use: The responsible adult must be inserviced on the use of the sound system. Students and uninformed persons are not allowed to operate the sound system. Renter must contact the Elementary Music Teacher to make arrangements. Again, any damage is the responsibility of the applicant.

Entrance and exit times must be coordinated with the custodian in charge of facilitating the function. Any group must be out of the building by 9:30 PM. It is expected that close supervision be provided by the group/individual. There must not be any destructive or dangerous actions. Use of a particular room does not give the renter free reign of the school. Only the room rented/secured may be used. If this becomes a problem, the renter will be asked to leave the premises and will no longer be able to use our facility. Menahga Public School is not responsible for any personal or property damage incurred.

### STEPS

1. At least one week prior to the date requested, fill out the request form and turn in to District Office. The District Office will notify you if the request is approved or denied, dependent upon facility/equipment/grounds and custodian availability.

2. Make arrangements several days in advance with custodial staff as to entrance and exit times and setup request.