



Menahga Public Schools District #821 Facility Use Request Form

Group Name _____ Date of Use _____ S M T W Th F S
 Contact Person _____ Set Up Time: _____ AM PM
 Purpose _____ Event Time: _____ AM PM
 Estimate Number Attending _____ End Time: _____ AM PM

Indoor / Outdoor Space / Rooms Needed *Fees listed below are subject to change. Rates apply to the first hour of rental. Each additional hour will incur an added charge of \$25 per location rented.*

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| <input type="checkbox"/> High School Commons..... \$ <u>150.00</u> | <input type="checkbox"/> High School Conference Room..... \$ <u>50.00</u> |
| <input type="checkbox"/> High School Gymnasium..... \$ <u>150.00</u> | <input type="checkbox"/> Elementary Conference Room..... \$ <u>50.00</u> |
| <input type="checkbox"/> Cafenadium..... \$ <u>100.00</u> | <input type="checkbox"/> Classroom # _____..... \$ <u>50.00</u> |
| <input type="checkbox"/> Multi-Purpose Room..... \$ <u>100.00</u> | <input type="checkbox"/> Other _____... \$ _____ |
| <input type="checkbox"/> High School Media Center..... \$ <u>75.00</u> | <input type="checkbox"/> Menahga Public School Sport/Activity Group (No Rental Fee) |
| <input type="checkbox"/> FACS Room..... \$ <u>75.00</u> | Custodial Fee: \$ <u>50.00</u> per hour. |

*Custodial fee DOUBLES on Sundays & holidays.

All groups over 50 participants will require proof of insurance. Please attach or mail a copy of your certificate of insurance to Menahga Public Schools, PO Box 160, Menahga, MN 56464. You may purchase insurance for your event through <https://msbait.campusconnexions.com/product/tulip-tenant-user-liability-insurance/> OR pick up a form in the District Office.

Will food be served at your event? (If so, additional information will be needed.) Yes No

Special Requests / Equipment / Comments: _____

Approval Qualifications:

- All requests for the use of facilities by any group are to be made through the District Office **at least 2 weeks prior to the event.**
- This request must be authorized by the Superintendent / Community Education Director.
- A bill will be sent to the group after the rental date by the District Office, which will list all charges, including any charges for damage. Any additional costs incurred by the District will be billed to the group.
- If your event is cancelled, please call 218-564-4141 within two days, or you may be charged the rental fee.
- The rental fee will be used by the School District to cover the costs of providing: (a) the room, (b) light and heat, and (c) custodial service / staff / etc.
- The renting group will set up and restore the room as found.
- The custodian will inspect the facilities to be used before and immediately after use and report any damage to the Superintendent.

 Signature of Contact Person (I consent to the above.) Date: _____

Billing Address: _____ Phone: _____

For Office Use Only:

School District Authorization: _____ Date: _____

| | | | |
|-----------------------|---------------------|---------------------|--------------------------------|
| Fees (If applicable): | Rental Fee \$ _____ | Technician \$ _____ | Custodial \$ _____ |
| | Supervisor \$ _____ | Damage \$ _____ | TOTAL: \$ _____ |
| | Other \$ _____ | | Please pay this amount. |