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 **2 hours** of rental.*

- ☐ High School Commons..... $ 150.00
- ☐ High School Gymnasium..... $ 150.00
- ☐ Cafenasium..... $ 100.00
- ☐ Multi-Purpose Room..... $ 100.00
- ☐ High School Media Center..... $ 75.00
- ☐ FACS Room..... $ 75.00
- ☐ Elementary Gym/Stage..... $ 100.00
- ☐ District Conference Room..... $ 50.00
- ☐ Elementary Conference Room..... $ 50.00
- ☐ Classroom #_____..... $ 50.00
- ☐ Other_____... $_____
- ☐ Menahga Public School Sport/Activity Group (No Rental Fee)

Custodial Fee: $ 50.00 per hour.
*Custodial fee DOUBLES on Sundays & holidays.
A custodial fee will be charged hourly starting after the first two hours of rental.

All groups over 100 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:

1. 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.**
2. This request must be authorized by the Superintendent / Community Education Director.
3. 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.
4. If your event is cancelled, please call 218-564-4141 within two days, or you may be charged the rental fee.
5. 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.
6. The renting group will set up and restore the room as found.
7. The custodian will inspect the facilities to be used before and immediately after use and report any damage to the Superintendent.

_____ Date: _____

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

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.***