

Michigan City Area Schools

Facility Rental Application for Athletic Venues

FAX: (219) 873-2087

Please Print. All information must be provided before rental request will be considered.

Today's Date: _____

Name of Organization: _____ Requested by: _____

Address: _____ Phone Number: _____

_____ Alternate Number: _____

_____ Email Address: _____

School: _____ Facility Requested: _____

Attendance expected: _____ Will an admission fee be charged: Circle one YES NO

Event: _____ Purpose: _____

Date: Of Event: _____ *Additional Equipment: _____ Chairs/# _____ Tables/#

Circle days: M T W Th F Sa Su Add'l Comments: _____ PA Equipment _____ Stage

Time: Doors Open: _____ _____ Piano _____ Stage Lights

Event Begins: _____ _____ Folding Bleachers _____ Spot Lights

Event Ends: _____ _____ Other

*No furniture or equipment shall be used or moved unless specifically requested and approved on this application form.

Group Type: _____ School Related Have you ever rented a School Facility before? _____

_____ **Not For Profit If so, please list dates of use: _____

(Must provide current copy of Certificate with this application)

What school did you rent? _____

_____ For Profit Organization What fees[†] if any, were you charged? _____

_____ Individual/Private [†]Must provide copy of previous MCAS rental fee waivers.

**ALL ACCOUNTS GREATER THAN 30 DAYS PAST DUE MUST BE PAID IN FULL
BEFORE NEW RENTALS WILL BE CONSIDERED**

-Anyone renting/using a school facility is responsible for assigning a person at a designated entrance door. This person will be responsible for allowing only members of their group to enter the facility. Under no circumstances are building entrance doors allowed to be "propped open," or individuals, other than your group members, allowed access to the building.

-Groups granted exemption of rental charges are still responsible for fees associated with any required or additional services, equipment, and/or damages incurred. Any waiver of fees will require a financial report after the event.

-The Michigan City Area Schools reserves the right to require a certificate of insurance be provided along with the facility usage application, for an amount of not less than \$1,000,000. The Plant Planning Director may request the board make an exception on the amount of insurance on a case-by-case basis.

I have read and understand the above rules regarding facility rental and usage and agree to abide by them.

(Printed Name) (Signature) Date: _____

For Office Use Only:

Date Received: _____ Entered: _____ Entry # _____ Approved _____ Disapproved _____

Reason for disapproval/denial: _____

Athletic Director's Signature: _____ Date: _____

Group Category: I II III IV Rental Fee Waived: Yes No Date: _____

Denial Letter sent: _____
(Date)