

# Michigan City Area Schools

## Facility Rental Application for Non-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<sup>†</sup> if any, were you charged? \_\_\_\_\_

\_\_\_\_\_ Individual/Private <sup>†</sup>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: _____			
Signature: _____		Date: _____	
Group Category: I   II   III   IV	Rental Fee Waived: Yes   No	Date: _____	
Building Principal Signature: _____		Date: _____	
Denial Letter sent: _____ (Date)			