

MANISTIQUE AREA SCHOOLS BUILDING REQUEST FORM

Manistique Area Schools assumes no responsibility or liability for any act of any person utilizing this building. The person or organization utilizing this building assumes the responsibility for their acts and for the additional persons they attract to this building.

1. Leave the rooms in the same order in which they were found.
2. There is positively no smoking, eating or drinking coffee, pop or juice in classrooms or the auditorium.

Community Schools OR D.B.A/Sole Proprietorship
 Waiver OR Proof of Insurance

Dates Requested (MM/DD/YY) _____ Group/Individual Making Request _____

Address of Requestor (Street) _____

City _____ State _____ Zip _____

Non-profit (if applicable, please attach 501 (c) (3) form): _____

Purpose of Function (brief): _____

Building: _____ Setup Start Time _____

Event Start/End Time _____ Custodial Start Time _____

	Check Facility Desired	Rental Fee	Custodial Fee (if required)	Estimate
Auditorium				
Cafeteria				
Community Rm				
Computer Lab				
Gymnasium				
Kitchen				
Library				
Pool				

Room (s) : _____

Rental Fee: _____ + Custodial Fee _____ = Estimate _____

Number of Participants: _____

Equipment Requested: _____

Copies to: Maryann Boddy Randy Watchorn

Signature _____

Contact Phone # _____

Principal's Signature _____

Date _____

Approved _____ Not Approved _____