

MANISTIQUE AREA SCHOOLS BUILDING USE REQUEST FORM

Manistique Area Schools assumes no responsibility or liability for any act of any person utilizing MAS facilities. The person or organization utilizing the facilities assumes the responsibilities for their acts and the additional persons they attract to this building. Please leave the rooms/areas in the same manner in which they were found. ***There is absolutely no tobacco use, eating, or drinking anything other than bottled water in any classrooms or the auditorium.***

Date(s) requested: _____ Purpose: _____

Individual making Request: _____ Phone #: _____ Alt. Phone#: _____

Address: _____ Non-profit? ____ (Y or N, if Y, please attach 501(c)(3) form)

MS/HS or Emerald? _____ Actual Activity Start and End times: _____ Early set up needed? ____

Approx. # of people: _____ Equipment requested: _____

Additional information for your event: _____

IF YOUR ACTIVITY'S TIME FALLS OUTSIDE THE WINDOW WHEN A CUSTODIAN IS PRESENT IN THE SCHOOL, YOU WILL BE CHARGED \$37/hour FOR CUSTODIAL SERVICE. ANY KITCHEN REQUESTS REQUIRE AN M.A.S. KITCHEN EMPLOYEE PRESENT, AT A RATE TBD.

	<i>Check Desired Facility</i>	<i>Rental Fee/hour</i>	<i>Custodial Fee (if required)</i>	<i>Estimate</i>
AUDITORIUM		\$ 50.00		
CAFETERIA		\$ 25.00		
COMMUNITY ROOM		\$ 25.00		
GYMNASIUM		\$ 25.00		
KITCHEN		\$ 25.00		
POOL		\$ 50.00		
Other				

Signature of Person Responsible: _____ Today's Date: _____

FOR OFFICE USE ONLY:

Approval by Building Use Supervisor or Building Principal: _____

Person approving scans this paper to: 1) M. Boddy, 2) R. Weber, 3) J. Shiner, 4) D. LaFoille, 5) R. Ryan