

# 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.**

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

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) H. Parmentier, 2) R. Weber, 3) J. Shiner, 4) K. Beaudoin, 5) N. Zarembo