

McGregor ISD #4 FACILITY USE REQUEST

Organization Requesting Use: _____ Date: _____

Event: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____ Fax: _____

FACILITY REQUEST Please list the specific request and individual dates/time for each facility space requested. Start time and end time refer to the time in which your group will enter and leave the facility. Allow time for group members to set up and clean up upon completion of your activity. Facility rental includes: auditorium, vets gym, new gym, cafeteria, media center, band room, kitchen, concession stand, classroom space, computer lab and MORE building.

Facility Requested	Date	Start Time	End Time	Fee (office use only)

EQUIPMENT/SPECIAL REQUESTS (please check)

Tables # _____
 Projection Screen
 TV/VCR
 Piano
 Chairs # _____
 Overhead Projector
 Custodian
 PA System
 Podium
 Microphone(s)
 Stage Lighting

Special Set up Needs: _____

RESPONSIBILITY AGREEMENT I accept responsibility for building usage fee, supervision, and for any damages or loss that may take place while we are scheduled in the above mentioned room(s) or area(s). The above referenced organization agrees to hold Independent School District No. 4 harmless from any and all claims for damages from any source whatsoever arising directly or indirectly out of the use of the school facilities.

Unless previous arrangements are made with this office, custodians are neither authorized to furnish services or allow access to other parts of building, nor to provide materials or equipment other than that stipulated above. It is a policy of building security that all doors other than those needed for this activity shall be locked.

Signed _____ Date _____

Approved _____ Disapproved _____ Superintendent _____ Date _____

*When completed please return to Community Education. Telephone: 218-768-2111 * Fax 218-768-3901*

