



# Use of School Facilities Request Form

## FACILITY RENTAL PROCEDURES:

Fill in every blank. Put N/A in any blank that does not apply.

Application must be approved by campus **PRINCIPAL FIRST** then sent to the **CENTRAL OFFICE.**

Organization: \_\_\_\_\_

Individual requesting facilities: \_\_\_\_\_

Person in charge: \_\_\_\_\_ Address: \_\_\_\_\_  
(P.O. Box/Street)

Phone No.: \_\_\_\_\_  
(City/Zip)

Facility requested: \_\_\_\_\_ Date requested: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_ Estimate of number to attend: \_\_\_\_\_

Time to begin facility use: \_\_\_\_\_ Time to end facility use: \_\_\_\_\_

Is WiFi needed for this event: \_\_\_\_YES \_\_\_\_NO

**\*NOTE: Request must be made during normal school hours, at least 7 calendar days prior to date of use. Smoking or use of tobacco products at school related or school sanctioned activities on or off school property is prohibited by state law. Use/possession of alcohol on school property is also prohibited by state law.**

## TO BE FILLED OUT BY CAMPUS PRINCIPAL AND/OR STAFF RESPONSIBLE

MCISD employee responsible: \_\_\_\_\_

Security needed \_\_\_\_\_ Name of Officer \_\_\_\_\_ Estimated cost of security \_\_\_\_\_

Custodians needed \_\_\_\_\_ Number needed \_\_\_\_\_ Estimated cost \_\_\_\_\_

Estimated facility fee: \_\_\_\_\_ Total fee due \_\_\_\_\_

AC/heat needed \_\_\_\_\_ Comments: \_\_\_\_\_

# PROCEDURE AND COST FOR USE OF FACILITIES

1. Submit application for facility use to appropriate campus principal.
  
2. The fees below are for the first **4 hours** (including rehearsal & decoration time). There will be an additional fee of \$100.00 per hour for each hour above the original 4 hours.
 

a. MCISD Athletic Complex (used for High School playoff competition only) (other events with principal/Athletic Director approval)	\$1,000.00 per game plus security
b. High School Auditorium (\$200 deposit required up front)	\$700.00 turnkey
c. High School Library	\$250.00
d. High School Gym (campus)	\$450.00
e. High School PE Showers & Dressing Facility	\$250.00
f. Football Field (Play-off Games only)	\$3500.00 turnkey
g. Track (Track Meets only)	\$350.00 plus expenses
h. Baseball/Softball Field (Dressing rooms are not available for rental at JHS)	\$1,000.00 per day plus security
i. Tennis Courts	\$500.00 plus expenses
j. High School Cafeteria	\$250.00
k. Jr. High Cafeteria	\$250.00
l. Jr. High Gym	\$350.00
m. Intermediate Cafeteria	\$250.00
n. Intermediate Gym	\$350.00
o. Elementary Cafeteria	\$250.00
p. Elementary Gym	\$300.00
q. Other areas may range from \$100 - \$1,000	
  
3. Arrangements for custodial workers shall be made with the campus principal.
  
4. Special arrangements must be made for any additional equipment and may include an additional charge. Glue, staples, tape or nails on walls may only be used with prior approval of Principal.
  
5. The District will bill the organization. All payments for use will be paid to the district. The district will pay the workers.
  
6. Any group or organization not directly associated with the school will be required to have a uniformed security official(s) on duty during any activity that has an estimated attendance of more than 25 persons. (Estimated attendance of 25 or more could require more than one officer.) The district will be responsible for securing the officer(s).  
**The group or organization will be billed for the officer(s) services. The hourly rate for security is \$30.00 per hour for each officer.**
  
7. Damages, if any, will be assessed.

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 Signature of Applicant Date  
*The above signature indicates the applicant has read and agrees to policies and regulations covering use of school facilities.*

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 Principal's Approval Maintenance Supervisor's Approval

Program Director's Approval \_\_\_\_\_ **Permit #** \_\_\_\_\_