



*Keith Smith
Superintendent*

*Dr. Keith West
Assistant Superintendent*

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: _____

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: _____

**NOTE: (Request must be made during normal school hours, at least 7 calendar days prior to date of use.)
(Please remember that 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).**

Adopted 6/13/16

Investing in the Future



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) \$750.00 per game plus security
 - b. High School Auditorium 350.00
 - 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) \$3000.00 Turn Key
 - g. Track (Track Meets only) 350.00 plus expenses
 - h. Baseball/Softball Field 750.00 per game plus security
(Dressing rooms are not available for rental at JHS)
 - i. Tennis Courts 350.00 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.

Signature of Applicant

Date

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

Principal's Approval

Maintenance Supervisor's Approval

Program Director's Approval

Permit # _____