



Mankato Public Schools
Community Education & Recreation Dept.
Facility Use Application

Rental fees shall be set at the time of application. Cancellations must be made 3 business days in advance of the scheduled rental, or liability for rental fees occurs.

Organization Name: _____ Non-Profit: _____
 501C3 Status: Yes No

Contact Person: _____ Phone (W): _____

Email address: _____ Cell Number: _____

Address: _____ City: _____ Zip: _____

Billing Address: _____

Adult Supervisor (Must be present for entire event): _____ Phone: _____

Event Name: _____ Activity planned: _____

Facility Requested: _____ **Room(s) Needed:** _____

Date (s) requested: (Include set up/take down) _____ **Time:** _____

(Include all dates)

_____	Set Up: _____	Start: _____	End: _____
_____	Set Up: _____	Start: _____	End: _____
_____	Set Up: _____	Start: _____	End: _____

(Note: group is responsible for set-up/clean-up)

Sound and Lights Needed Yes No

Equipment needs: _____

Estimated Total Group Size: _____

Will a participant fee/admission be charged? No Yes Amount: _____

Will concessions be needed? No Yes

Will you be having your own concessions/cafeteria?

NOTES: The organization will provide liability insurance coverage in the amount of \$1,500,000 and to indemnify the school district and hold it harmless from any liability arising from our use of the school district property. Our organization will be responsible for any and all damages to the school district property arising from our use. An adult leader who is at least 21 years of age from your organization must be present from the time of entry and remain until all participants have left the premises. If the organization does not show up for their reserved time, the organization will be charged a fee of \$30.00. The organization accepts that the school district may have to preempt our scheduled use of district facilities in which case we understand the district will give as much advance notice as possible and that any money you have paid for use of the facilities will be refunded. Groups are not allowed to show movies unless you have a license. All District Buildings are Latex Free, NO balloons, Alcohol and Smoke Free. NO FOG MACHINES.

Office Use Only: Date Rec'd: _____ Approved by: _____ Date Returned: _____ Permit #: _____
