



BUILDING RENTAL APPLICATION

📍 201 Chicago St., Marseilles, IL 61341

☎ 815.554.4338

📠 815.554.4339

The MES 150 Board of Education intends to make school facilities available to responsible community groups, associations, and individuals for civic, cultural, welfare, educational, or recreational activities, as long as these activities do not interfere with the school's operations or best interests.

Rental Requirements

Renter must contact Marseilles Elementary to determine availability prior to submitting the rental application. The renter must obtain and complete the following forms and follow any and all guidelines put forth by the district to maintain the welfare of school property:

- Completed Application
- Required Certificate of Insurance
- By signing this form, the renter agrees to cover the cost of any necessary cleanup or repairs due to damage.

Applicant Information

Name:		Phone:
Address:	City:	Zip Code:
Organization(s) Involved:		

Rental Information

Date Requested:	Timeframe:	Room/Area:
Special Equipment Needed:		

Applicant Signature

Signature:	Date:
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District Approval & Signature

Approved: Denied:

District Representative:	
Signature:	Date: