



Monroe-Gregg School District Facility Use Form

Organizations must provide proof of insurance coverage before being permitted to use the facility.

Name of Organization: _____

Contact Name: _____ Phone Number: _____

Mailing Address: _____

Community based groups may be charged a usage fee. By signing this form, you agree to take full responsibility for any and all damage of property during use. In addition, under Indiana Law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risk of the physical fitness activity. By signing this form, you agree to hold harmless Monroe-Gregg School District and agree to strict observance of all rules and regulations.

Signature: _____

Date: _____

Facility Usage Information:

Date: _____ Time: _____

Date: _____ Time: _____

Various: _____

Location:

High School: Classroom _____ Gym _____ Cafeteria _____ Fields _____ Parking Lot _____

Middle School: Classroom _____ Gym _____

Elementary: Classroom _____ Gym _____ Cafeteria _____ Pavilion _____ Parking Lot _____

Details of Request:

******* For Office Use Only *******

Date Submitted: _____

Building Principal Approval

Proof of Insurance Received: _____

Athletic Director Approval (if needed)

Rental Category: _____

Rental Amount: _____ Payment Received: _____

Maintenance Director Approval

Request: Approved / Denied

Superintendent Approval