

GERMANTOWN MUNICIPAL SCHOOL DISTRICT — OFFICE OF OPERATIONS

Rental Request Form

(Must be received by Office of Operations 2 weeks prior to event/activity*)

NAME OF ORGANIZATION/GROUP _____

PERSON RESPONSIBLE	
NAME _____	PHONE _____
ADDRESS _____	DATE _____
CITY _____ STATE _____	ZIPCODE _____
EMAIL ADDRESS: _____	

ONLY COMPLETE IF EVENT IS NON-SCHOOL RELATED ACTIVITY

The following must be placed on file in the Office of Operations before issuance of permit:

- 1) A copy of proof of liability insurance (minimum \$1,000,000.00) _____
- 2) A security plan/proof that arrangements for security services have been made (if applicable)

APPLICANT SIGNATURE _____		Sound System <small>(School Responsible)</small>		<small>Please Circle</small>															
SCHOOL REQUESTED _____				Yes	No														
AREA OF BUILDING REQUESTED _____	EXPECTED ATTENDANCE _____																		
DATE OF RENTAL _____	ADMISSION CHARGE _____																		
<table border="1" style="margin: auto;"> <tr> <th align="center" colspan="7">Please Circle Day of Week</th> </tr> <tr> <td align="center">MON</td> <td align="center">TUE</td> <td align="center">WED</td> <td align="center">THU</td> <td align="center">FRI</td> <td align="center">SAT</td> <td align="center">SUN</td> </tr> </table>		Please Circle Day of Week							MON	TUE	WED	THU	FRI	SAT	SUN	From	To		
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a.m.	a.m.																		
p.m.	p.m.																		
TYPE OF ACTIVITY <small>(Provide Agenda)</small> _____	TIME OF RENTAL _____																		
ORGANIZATION IS RESPONSIBLE FOR COORDINATION OF EVENT WITH REQUESTED SCHOOL																			

RENTAL FEES MUST BE PAID IN ADVANCE: GERMANTOWN MUNICIPAL SCHOOL DISTRICT ATTN: OPERATIONS • 3350 S. FOREST HILL IRENE RD • GERMANTOWN, TN 38138 Method of Payment: Certified Check – Money Order - Cash

Principal's Signature*	Date
Chief of Operations Signature	Date
Attendance Guidelines:	
1 to 250—Plant Manager Only • Add one (1) Worker per 250 thereafter	
1.	3.
2.	4.
*After completing the form please forward form to the Office of Operations for processing and issuance of Permit.	