

Massie Heritage Center

207 East Gordon Street, Savannah, Georgia 31401
912-395-5070 www.massieschool.com
A unit of the Savannah-Chatham County Public School System

APPLICATION FOR USE OF FACILITIES

If approved, this application will be subject to the "Facility Use Contract" and the fees indicated on the Facility Use Agreement.. An approved copy will be provided to the applicant.
*For **larger events** an additional event contract may be required through the Friends of Massie. A minimum limit of $1,000,000 per occurrence insurance coverage is required. If the client does not carry their own coverage, they can obtain a policy for the event in question at 1-800-727-7642.*

Date of Application: _____ Date of Use: _____

Day of the Week: _____ Start Time: _____ End Time: _____

Specific Purpose for Facility Use (attach additional pages if necessary): _____

_____

Applicant Name: _____

Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Anticipated Attendance: _____ Admission Charged: Y / N Price: $_____

Special Requests: _____

Chairs required Yes _____ No _____ Number if applicable

Tables required Yes _____ No _____Number if applicable

Media equipment Yes _____ No _____ What is needed_____

Other (specify): _____

**75 person maximum* FOR Girl's Courtyard/ 50 maximum for Maritime Gallery (seated)

I, (applicant name) _____, citizen of the State of Georgia and of the United States of America, do hereby swear or affirm that I will support the constitution of the United States and of the State of Georgia.

Applicant Signature: _____ Date: _____

APPROVED: Yes_____ No_____ _Date _____

Curator Signature_____Date_____

Upon receipt of approved application, complete the Facility Use Agreement found on the Massie website.