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APPLICATION FOR USE OF FACILITIES and/or GROUNDS

Name of Organization: Click here to enter text.	Address: Click here to enter text.
Contact Person: Click here to enter text.	Phone: Click here to enter text.
Email: Click here to enter text.	
Billing Address (if diff. than above): Click here to enter text.	

Facility and/or Grounds Requested:

Building: Choose an item.	
Date or dates requested: Click here to enter text.	Time(s) facility is needed: Click here to enter text.
Area within the building: Click here to enter text.	Grounds on the building site: Click here to enter text.
Security/Police needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please explain: Click here to enter text.
Room Set-Up Instructions: Click here to enter text.	

**MSD of Decatur Township does not provide special equipment such as picture projectors, public address systems, electronic equipment or audiovisual equipment.*

Event Details:

Name of Event/Activity: [Click here to enter text.](#)

Are the Participants Predominately Decatur Residents: Yes No

Who is the event for (check all that apply): Children Families Adults

Is There a Fee Charged to Participants: Yes No

Is There an Admission Charge: Yes No

Please provide a brief description of the event/activity that will take place in/on facility/grounds: [Click here to enter text.](#)

Our organization chooses to arrange for cleaning of the Facility: Yes No

Our organization chooses to pay custodial fees: Yes No

Having reviewed the MSD of Decatur Township "Regulations Governing Use of School Facilities", I/we agree to adhere to all rules specified and to be responsible for payment of all charges and any damages to the property.

Organization Rep.

Date Submitted

To be completed by Chief Operating Officer

Proof of Insurance on File: <input type="checkbox"/> Yes <input type="checkbox"/> No Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V		
Approved, No Fees Required: <input type="checkbox"/>		
Approved, fees Assessed as Follows:		
Rental: Click here to enter text.	Deposit: Click here to enter text.	Energy: Click here to enter text.
Custodial: Click here to enter text.	Personnel: Click here to enter text.	