**APPLICATION FOR USE OF FACILITIES and/or GROUNDS**

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| **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:**

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| **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:** [ ]  **Yes** [ ]  **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**

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| **Proof of Insurance on File:** [ ]  **Yes** [ ]  **No Class:** [ ]  **I** [ ]  **II** [ ]  **III** [ ]  **IV** [ ]  **V**  |
| **Approved, No Fees Required:** [ ]  |
| **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. |  |