**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:**

|  |  |
| --- | --- |
| **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. |  |