MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
FACILITY USE REQUEST FORM

INSTRUCTIONS:

1) Review the attached School District policies and regulations regarding community use of school facilities.
2) Completely fill out this form.
3) Submit the completed form to the Director of Operations and/or the Superintendent at least two (2) weeks before the
date of the activity.
4) After receiving confirmation that the activity may take place as scheduled, and prior to using the facility, submit
payment of any relevant fee and/or proof of liability insurance listing the District as an additional insured to

PLEASE NOTE: The School District reserves the right to require that the organization obtain liability insurance naming
the District as an additional insured. Whether such a requirement is imposed and the terms of such policy will be
determined by the District in consultation with its attorneys.

NAME OF SPONSORING ORGANIZATION: ____________________________________________

ADDRESS: ________________________________________________________________

TYPE OF ORGANIZATION: ___________________________ PHONE: ____________________________
(civic, social, recreational, etc.)

ACTIVITY SUPERVISOR: ___________________________ TITLE: ____________________________

ADDRESS: ________________________________________________________________

E-MAIL ADDRESS: ____________________________________________________________

NAME OF BUILDING/FACILITY REQUESTED: _______________________________________

Aud. [ ] Gym. [ ] Classroom [ ] Cafe. [ ] Locker Room [ ] Kitchen [ ] Athletic Fields [ ] Other __________

DATES: From ________ To ________ Days of the Week: M TU W TH F SA SU

HOURS: From ________ To ________ Estimated No. of Participants: __________

OTHER FACILITIES/EQUIPMENT REQUESTED:

Table(s) [ ] Chair(s) [ ] Lights [ ] Microphone [ ] Spotlight [ ] Projector [ ] Kitch. Equip. [ ] TV/DVD/VCR [ ]

(Continued)
MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
FACILITY USE REQUEST FORM (Cont'd.)

FEE SCHEDULE:

The following fees will be assessed, when applicable, to cover the costs associated with maintaining District facilities. Curricular and co-curricular programs of the District, as well as school related groups are exempt from these fees.

For community groups and not-for-profit organizations:

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<th>Middle School</th>
<th>High School</th>
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<td>Other</td>
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For outside groups and/or for-profit organizations:

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The above rates are exclusive of fees for the use of District personnel. Additional charges for the use of District personnel may be assessed to reflect the actual cost to the District.

PURPOSE FOR WHICH FACILITY WILL BE USED: __________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

WILL AN ADMISSION OR PARTICIPATION FEE BE CHARGED?: Yes __ Amount _____ No __

(Continued)
APPLICANT SIGNATURE AND ACKNOWLEDGMENT

By submitting this form, the applicant agrees that he/she has read the attached policies and regulations and will comply with the terms of the same, as well as any facility use agreement to which he/she, or his/her organization, is a party.

_________________________________________  __________________________
Name                                               Signature

_________________________________________  __________________________
Title                                               Date

DISTRICT APPROVAL

_________________________________________  __________________________
Name                                               Signature

_________________________________________  __________________________
Director of Operations                             Date

_________________________________________  __________________________
Name                                               Signature

_________________________________________  __________________________
Superintendent                                   Date