

Mona Shores High School
Building Request Form

Name of Event: _____

Date(s) Facility Requested	Room(s) Requested	Type of Activity (performance, rehearsal, tryout, banquet, meeting, class, game, clinic, camp, etc.)	Entrance(s) Requested (Front Lobby, Main Gym, Auxiliary Gym, Auditorium, Orchestra)	Set-up Time (exact time you will enter/exit the building)		Time of Event (advertised time of event)	
				Beginning Time	Ending Time	Beginning Time	Ending Time

Anticipated Attendance: _____

Will admission be charged? YES NO

Is the event school related? YES NO
 If YES, how is it related? _____

Ticket price: _____

Ticket sale location: _____

Ticket Sales Contact Name and Phone: _____

School/Sponsoring Organization _____

The following items may incur additional charges:

Check all that apply

Custodian Needed
 Food Service Needed
 Specific Set-up
 (Be specific - list details in
 Notes/Diagram section)
 Volunteers will be
 available to assist in
 set-up/take-down
 Specific
 Equipment
 Needed

List additional equipment (i.e. table, chair, microphones, etc.)

I, as chairperson, officer or sponsoring adult, agree to be responsible on behalf of the organization for rental and fees as stated above. I further accept the responsibility for any damage to building, equipment or grounds. We will leave the facility in satisfactory condition and follow all rules and regulations of the school system. We will report any accident or problem at once to a custodian in attendance; we will keep the building smoke-free and will remain in the building until all others have left it. I understand that building requests are to be submitted at least 10 days in advance and school activities take priority over any other activity. I accept the responsibility of all the above by placing my signature.

 Organization Representative Signature Date

 Name of Representative (please print)

 Address

 City Zip

 Phone Home Work

 E-mail Address: _____
 (required)

