REQUEST AND PERMIT FOR USE OF SCHOOLS FACILITIES
I.S.D. #741 PAYNESVILLE AREA SCHOOLS

Complete and SUBMIT THIS FORM to the Paynesville Area Community Education Office, 801 West Hwy. 23 Paynesville, MN 56362. **Applicant is also required to present a CERTIFICATE OF INSURANCE for liability.**

Name of organization: _____

Activity: _____

Date of Activity: _____ Start Time: _____ End Time: _____

Expected Attendance: _____ Admission charge, freewill offering or sale of products? _____
(If yes please explain on back side.)

Building Requested: Elementary School Middle School High School **Room Requested:** _____
(Please Circle)

Special Equipment Requested: (Microphones, T.V., VCR, Slide Projector, Folding chairs, Tables) Other? _____

Will food be served? If yes describe in detail: What, When, Where, and other necessary details.
YES ☐ NO ☐

Person supervising activity: _____ _____ H- W- _____
Name Address (Home and Work Phone)

Email Address _____

I certify that I represent the above organization and am authorized to accept in its name the responsibility and observance of the rules and regulations for community use of school facilities of I.S.D. #741.

_____ _____ _____
(Signature) (Date) (Phone)

Please return this copy to Matt Dickhausen in the Community Education Office.

(To be completed by Community Education Office)

Approved ☐ Estimated Charges: _____ Building Rental: _____

Not Approved ☐ Food Service Charges: _____ Custodial Services: _____

YOU WILL BE BILLED FOR ALL CHARGES

_____ _____
Date of Approval Signature of Community Education Director

CUSTODIAL SECTION

(To be completed by Community Education Office)

Date: _____

Building: High School Middle School Elementary School

Room: _____ - If Auditorium please remember to complete Auditorium Checklist

Start Time: _____ **AM PM**

End Time: _____ **AM PM**

Equipment Needed: _____

Custodian will be needed at _____

Please report to _____