Marysville Public Schools – 495 East Huron Blvd., Marysville, MI 48040 PH: 810-364-7731
APPLICATION / PERMIT FOR USE OF FACILITIES

PLEASE PRINT

Organization: ___________________________ Contact Person: ___________________________ Phone: ___________________________

Activity: _______________________________ Is there an admission/participation fee? YES NO

Building: _______________________________ Room(s): _______________________________

Date(s): ___________________________ Start Time: ___________ End Time: ___________ # attending ______

Equipment needed: ___________________________

☐ Auditorium use/technician (Note: Extra fee listed below.) Please check: Microphone ____ Lights ____ Spotlight____

Signature of person requesting use: ___________________________ Phone: ___________________________ Date: ___________________________

Billing Information*: Name: ___________________________ Address: ___________________________

*Payment for use of building charges, custodial hours, and auditorium technician fees are due upon receipt of invoice from the District.

☐ Deposit  ☐ No charge for use of building  ☐ Charge for use of building  ☐ Charge for extra custodial/tech hours

Amount: $________

Principal’s Signature Building Date

Application Approval: ___________________________ Date

_________________________ ___________________________
Director of Building and Grounds Date

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CHARGES FOR USE OF MARYSVILLE PUBLIC SCHOOLS FACILITIES***********************************************************************

Fees stated per hour (two hour minimum)

Classroom $25.00  Gym/Main $100.00  Gym/Elementary $50.00  Multi-purpose Room $50.00
Atrium/Lobby $50.00  Media Center $50.00  Technology Lab $70.00  Cafeteria/Kitchen $50.00
Auditorium $200.00  Pool $200.00  Conference Room $40.00  Concession Stand $200.00
Track $200.00

Note: Reservation Form must be included when requesting use of Stadium/Synthetic Turf Field

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Please note: Your conscientious cooperation in the care of equipment and facilities is mandatory.
General building use is not scheduled when school is not in session.
School programs will have priority over other programs.

Any damages must be reported to the Maintenance Office IMMEDIATELY. Extra charges may be incurred.
You will receive your copy once your request has been processed.
Contact person must be present for event. You must have your copy with you at time of your event.

_________________________ ___________________________
Director of Building and Grounds signature Date

Custodial Report
Time in: ___________ Time out: ___________
Total hours worked: ___________
Custodian signature: ___________________________
Comments/Concerns/Problems: ___________________________

Technician Report
Time in: ___________ Time out: ___________
Total hours worked: ___________
Technician signature: ___________________________
Actual custodial overtime to be billed to person(s)/organization(s): ___________________________

Original: Central Office Green/Yellow: Maintenance Dept. Pink: School Gold: Applicant
6/2019 Revised