

Request for the use of Marshall School Facilities

1. Organization requesting use _____.
2. Individuals responsible for the organization.
 Name: _____ Telephone _____ E-mail _____
 Name: _____ Telephone _____ E-mail _____
3. Address of the organization _____.
4. Date or dates of usage _____.
5. Time or times of usage- from _____ to _____.
6. Building and room or rooms requested for use _____.
7. Cost Schedule:

	Per use	Total
Room	\$ _____	\$ _____
Cook	\$ _____	\$ _____
Custodians	\$ _____	\$ _____
Supervisor	\$ _____	\$ _____
Open/Close	\$ _____	\$ _____
 Total	 \$ _____	 \$ _____

All checks should be payable to **Marshall Public Schools** and delivered to the District Office for deposit.

I agree on behalf of our organization to the stipulations set forth by the Marshall School District.
 Date _____ Signature _____

Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the Marshall School District, their officers, agents and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever, which the school district or the city, their officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the public school buildings as provided herein.

Please Initial For Approval or Denial

Date _____	Principal:	Approval _____	Denial _____
Date _____	Fac. Coordinator:	Approval _____	Denial _____
Date _____	Superintendent:	Approval _____	Denial _____