



John Green Elementary School Facility Request Form

Today's Date	Contact Person	Email
Event Title	Event Description	Location Green Elementary School, MPR
Room (Building) Circle all that apply Bathrooms Blacktop Classroom 1 Classroom 2 Classroom 3 Classroom 4 Classroom 5 Classroom 6 Classroom 7 Classroom 8 Classroom 10 Field Kitchen (Kitchen Use) Library / Media Center MPR Parking Lot		Event Date(s): Event Time (Start & End): Total Time for MPR use:
Will fees be charged for this event? Please circle Yes No	If yes, please describe fees to be charged	
Required Maintenance Services Custodial? Description Table/Chair Set Up	Event Break Down?	Event Set Up? (School will need a diagram map)
Total Attending	Adults Attending	Estimated Children Attending
Extra Chairs Required	Parking Space Required	Display Event on the Community Calendar? Please circle. Yes No

- All custodial set up will take place at 3:00 PM on the day of the event unless arranged otherwise.
- Applicant is responsible for any damage/clean-up to the facility during this use, and agrees to be responsible for the conduct of all persons in attendance.
- Quote received is only for the room/space rental fee. Additional custodial charges will be applied at the time of invoicing at the end of each month. Please note that custodians are present throughout the entire event. They serve as district personnel and oversight for the facility while it is being used and in case of emergencies.
- Room reservations include floor space and furniture only. AV equipment, computers, screens, microphones and other presentation equipment are not included in the rental of school property.
- All facilities shall be returned in the same condition as existed prior to the rental period. Desks, tables, and chairs should be returned to their original location when the rental is completed.
- Renters shall be responsible for clean-up, including spills and the removal of all trash to the closest receptacle.
- Any materials placed on the walls, or on gym floors, shall be attached with blue painters tape.
- Renters of classroom space are not allowed to remove school items from walls, erase items from boards, or to use any school supplies found in the rooms.
- Alcohol is not permitted on school district property.
- Smoking, including the use of e-cigarettes or other tobacco products, is not permitted on school district property.
- Storage is not available either before or after scheduled use.
- Only athletic shoes should be worn on the gym floors.
- With the exception of water, no food or drink is allowed on gym floors.
- Unless special arrangements are made, users are responsible for setting up chairs and tables required for their event. If you need assistance from a custodian for this, prior arrangements must be made with the school site. An additional charge for this service will be applied.
- Any group event larger than 200 attendees may require additional custodial charges. The District reserves the right to add custodial fees for excessive clean up as needed.
- Access to rooms or facilities other than approved by application shall not be permitted.
- Parking is permitted in painted parking stalls only. Parking is not permitted on sidewalks, lawn areas or unmarked blacktop areas. No parking allowed in fire lanes or vehicles will be towed.
- Rental requests will not be approved until previous outstanding balances are paid in full.
- Premises must be vacated by the time specified on the Facility Use Application.
- School District property must be protected from damage and undue wear and tear. Each User of such property shall be responsible for the condition in which it leaves a building or field. Damage to property, equipment and/or field shall be paid by the User. The District Staff will record information and the User will be billed.