



# Mammoth Unified School District

## Facility Request Form

Please return 10 business days prior to your event to Amanda Taylor at the district office: e-mail [ataylor@mammothusd.org](mailto:ataylor@mammothusd.org) or Fax 760-934-6803.

<b>Organization:</b>	
<b>Contact Person:</b>	<b>E-Mail:</b>
<b>Fax Number:</b>	<b>Phone Number:</b>
<b>Billing Address:</b>	

<b>Event Name:</b>	<b>Event Date:</b>		
<b>Are you a non-profit organization?</b> Please check one: <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Is there an Admission/Donation charge?</b> If yes, for what and how much:			
<b>Number of persons expected to attend?</b>			
<b>Site Requested:</b>	<b>MHS:</b>	<b>MMS:</b>	<b>MES:</b>
<b>Set-up/Take Down Time:</b>	<b>From:</b>	<b>AM/PM</b>	<b>To:</b> <b>AM/PM</b>
<b>Event Time:</b>	<b>Start:</b>	<b>AM/PM</b>	<b>Finish:</b> <b>AM/PM</b>

**Special needs: (Please Indicate Quantity)**

<b>Chairs:</b>	<b>Risers:</b>
<b>Desks:</b>	<b>Flag:</b>
<b>Tables:</b>	<b>Custodial Staff:</b>
<b>Microphones:</b>	<b>Outside Lights:</b>
<b>Piano:</b>	<b>Other:</b>
<b>Podium:</b>	

**Special Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- We must have a Certificate of Liability Insurance attached before your event can be **APPROVED**
- **NO** alcoholic beverages or smoking on MUSD grounds
- Facility usage **fee** might be applied
- The High School weight room is unavailable to outside parties/organizations

**For MUSD Use ONLY:**

<b>Calendar Clearance:</b>	_____	<b>Date:</b>	_____
<b>Site Administrative Approval:</b>	_____	<b>Date:</b>	_____
<b>Cust./Maint. Approval:</b>	_____	<b>Date:</b>	_____
<b>Superintendent:</b>	_____	<b>Date:</b>	_____
<b>Other ( _____ )::</b>	_____	<b>Date:</b>	_____
<b>Facility Fee:</b>			
<b>To be completed after event for billing purposes:</b>			
Hours Facility was used:	_____	Custodial Hours Required:	_____
<b>Comments:</b>			

