

Monrovia Unified School District
APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

AR 1330-a

A non-refundable application fee of \$10.00 will accompany the application. A non-refundable fee of \$20.00 will be due for multiple applications submitted at one time. The non-refundable application fee for the MHS PAC is \$25.00 If application is for a dance or other large gathering, attach City of Monrovia Permit.

REQUEST IF HEREBY MADE by the undersigned for the use of the school premises on the dates and times indicated:

School Desired: _____

Date Desired: _____

Hours From _____ am/pm To _____ am/pm

Purpose or Nature of Meeting _____

Bldg. and/or Rm #: _____

Cafeteria Needed Other Facilities Needed: _____

*Type Food Served _____ Seller's Permit # _____

Expected No. to Attend _____.

Are membership fees, or donation/contribution fees charged to participants Yes No And/Or

Will admission fees, donation/contribution fees, or solicitation fees be collected from spectators? Yes No

If answer is "Yes," proceeds will be used for: _____.

Arrangements for any of the following must be made at the office where this application is filed. If kitchen facilities are required, arrangements must be made with the Business Dept before this application is approved.

THERE WILL BE AN ADDITIONAL CHARGE FOR THE FOLLOWING SERVICES:

Extra Help Stage Help Kitchen

Custodian Custodial Services Needed:

Tables Set Up Chairs Set Up Floor Cleared

Building Attendants Auditorium Technician

Parking Guards

Other _____

Specify No. and/or Size of Equipment Needed:

Risers _____ Lights _____ Piano _____

Chairs _____ Tables _____ P.A. _____

Other _____

NOTE: THERE IS NO AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AVAILABLE DURING YOUR USE OF MONROVIA HIGH SCHOOL FACILITIES UNLESS YOUR EVENT IS PART OF MUSD CURRICULUM OR SPORTS PROGRAMS. YOU ARE WELCOME TO PROVIDE YOUR OWN AED AND TRAINED STAFF IF YOU DESIRE.

We hereby certify that we shall be personally responsible, on behalf of our organization for any damage sustained by the school premises, furniture, or equipment because of the occupancy of said premises by our organization. We have read and agree to abide by and to enforce the rules, regulations, and policies of the Monrovia Unified School District governing the use of school premises.

PLEASE TYPE OR PRINT:

Date of this Application _____

Name of Organization _____

Address of Organization _____ City _____ Zip _____

Name of Representative _____ Phone _____ Cell _____

Address of Representative _____ City _____ Zip _____

Signature of Applicant (Must be in ink) _____ Title _____

(If not an officer of organization, submit evidence of authority to file this application)

DO NOT WRITE BELOW THIS LINE

Use Fee must be PAID 10 DAYS IN ADVANCE

Cleared by principal & Recorded on calendar:

Approved by Auditorium Tech (if needed) or Athletic Director:

Application Fee Paid _____

Signed: _____

Signed: _____

Revised: February 21, 2013

BUSINESS DEPARTMENT APPROVAL:

Signed: _____