

Application for Use of School Facilities
Bertha-Hewitt School District 786

Instructions to Applicant: This application must be submitted seven (7) days prior to the date that you want to use the facilities. The school district shall assume no responsibility for accident or theft. No drugs or alcoholic beverages will be permitted on the premises. Please complete the information requested below and deliver or mail to: Facility Usage - District Office, Bertha-Hewitt Public School, PO Box 8, Bertha, MN 56437. If you have any questions, you may call 218.924.2500.

To be Completed by Applicant

Name of Organization or Group: _____

Person in Charge: _____ Activity: _____

Address: _____

Phone: _____ Estimated number of People: _____

Date Needed: _____ Time In: _____ Time Out: _____

Rooms Needed (cafeteria, gym, library, etc): _____

Equipment needed (number of chairs or tables, coat rack, PA system, etc): _____

If we are unable to provide these items, you will be notified three (3) days in advance of the event. We will only guarantee equipment listed on this form.

Signature: _____ Date: _____

To be Completed by School

____ Approved ____ Not Approved for this Reason: _____

Facility Supervisor Signature: _____

____ Rental/Custodial Fee

Administrator Signature: _____ Date: _____

Copies Given To: ____ Organization ____ Principal (2) ____ Athletic Director
 ____ Head Custodian ____ Community Education Director
 ____ Superintendent's Secretary Other: _____