

**ISD #712 MOUNTAIN IRON-BUHL PUBLIC SCHOOLS**  
**REQUEST FOR USE OF SCHOOL FACILITIES**  
**(218) 735-8271**

**DAY & DATE OF EVENT:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**COMPANY/ORGANIZATION:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**COMPLETE ADDRESS:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_ **START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**SPACE REQUESTED:** Please circle all that apply

Merritt Elementary or High School

Classroom/Small Gym/Big Gym/Cafeteria-Multi Purpose Room/Auditorium/Other \_\_\_\_\_

**SPACE REQUESTED IS CONFIRMED AVAILABLE BY STAFF:** YES \_\_\_\_\_ NO \_\_\_\_\_

**EQUIPMENT NEEDS:** Please check all that apply

Registration Table: Yes \_\_\_\_\_ No \_\_\_\_\_ How Many \_\_\_\_\_ Presenter: Table \_\_\_\_\_ Podium \_\_\_\_\_ Both \_\_\_\_\_

TV/VCR \_\_\_\_\_ PA System \_\_\_\_\_ LCD Projector \_\_\_\_\_ Internet Access \_\_\_\_\_

**ACTIVITY WILL BE OPEN TO:**

General Public \_\_\_\_\_ Members of Group Only \_\_\_\_\_ School Group \_\_\_\_\_ Number attending \_\_\_\_\_

Fee to Participants \_\_\_\_\_ Free \_\_\_\_\_ Donation \_\_\_\_\_

**STAFF REQUESTED:**

Custodial \_\_\_\_\_ Cafeteria \_\_\_\_\_ A/V Tech \_\_\_\_\_ Other \_\_\_\_\_

**CONTACT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

-----**OFFICE USE ONLY**-----

\*Rental Amount (Determined by the Superintendent/Designee) \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Superintendent/Designee \_\_\_\_\_

Copy to custodian \_\_\_\_\_

Copy to requestor \_\_\_\_\_

Recorded \_\_\_\_\_