

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT  
APPLICATION FOR USE OF SCHOOL PROPERTY  
SCHOOL/PTA/BOOSTER CLUB USE**

325 South Peck Avenue, Manhattan Beach, CA 90266

Phone: (310) 318-7345 ext. 5043

Fax: (310) 303-3823

**ATTN: FACILITIES COORDINATOR**

**MINIMUM PROCESSING TIME IS 10 WORKING DAYS**

**FACILITY OFFICE USE ONLY**

Permit No. \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT** - We agree to abide by all rules & regulations.

Site Requested:

Rooms/Area Requested:

<input type="checkbox"/>	Mira Costa	<input type="checkbox"/>	Auditorium
<input type="checkbox"/>	MBMS	<input type="checkbox"/>	Cafeteria
<input type="checkbox"/>	Grand View	<input type="checkbox"/>	Classroom(s)
<input type="checkbox"/>	Meadows	<input type="checkbox"/>	Multi-Purpose Rm
<input type="checkbox"/>	Pacific	<input type="checkbox"/>	Gym (large)
<input type="checkbox"/>	Pennekamp	<input type="checkbox"/>	Gym (small-MC only)
<input type="checkbox"/>	Robinson	<input type="checkbox"/>	Library
<input type="checkbox"/>	PS/Transition	<input type="checkbox"/>	Parking Lot
<input type="checkbox"/>	Dist. Office	<input type="checkbox"/>	Other (*specify below)

Event:	
Printed Name of Applicant:	
Title or Position:	
Department/Organization Name:	
Department/Organization Address:	
Work/Home Phone:	Cell phone:
Date of Application:	Email:
Signature of Authorized Representative:	

\*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charge any fee to account number: \_\_\_\_\_

Will there be an admission charge, solicitation, donation, collection? \_\_\_\_\_

Approximate number of people expected: \_\_\_\_\_

Possible conflict with other events: \_\_\_\_\_

DAY	DATES	USE: (meeting, performance, etc)	ARRIVAL TIME	DEPART TIME	# OF HOURS

SPECIAL EQUIPMENT OR SERVICES REQUESTED:

**THIS PORTION FOR OFFICE USE ONLY:**

**NOTE: OBTAIN PRINCIPAL/SCHOOL APPROVAL PRIOR TO SUBMITTING REQUEST.**

**TOTAL AMOUNT DUE:** \_\_\_\_\_

THIS SCHEDULE IS FIRM AND CANNOT BE CHANGED WITHOUT DISTRICT APPROVAL.

DISTRIBUTION:	APPROVALS:
Applicant	Principal:
Vice Principal	Vice Principal:
Plant Manager or Site Team Leader	District Office:
Dir. Maintenance/Operations	Director, Maintenance & Operations:
Stage Mgr/Security	
Dir Food Service	

<b>OFFICE USE ONLY</b>