

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL PROPERTY
COMMUNITY AND COMMERCIAL 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 30 CALENDAR 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:	

* _____

Is your group/organization: _____ Profit _____ Non-Profit
 If non-profit, list 501-3C 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	

OFFICE USE ONLY