

GERMANTOWN MUNICIPAL SCHOOL DISTRICT — OFFICE OF OPERATIONS

Rental Request Form

(Must be received by Office of Operations 2 weeks prior to event/activity*)

NAME OF ORGANIZATION/GROUP _____

PERSON RESPONSIBLE	
NAME _____	PHONE _____
ADDRESS _____	DATE _____
CITY _____ STATE _____	ZIPCODE _____
EMAIL ADDRESS: _____	

ONLY COMPLETE IF EVENT IS NON-SCHOOL RELATED ACTIVITY

The following must be placed on file in the Office of Operations before issuance of permit:

- 1) A copy of proof of liability insurance (minimum \$1,000,000.00) _____
- 2) A security plan/proof that arrangements for security services have been made (if applicable)

APPLICANT SIGNATURE _____		Sound System		Please Circle	
SCHOOL REQUESTED _____		(School Responsible)		Yes	No
AREA OF BUILDING REQUESTED _____		EXPECTED ATTENDANCE _____			
DATE OF RENTAL _____		ADMISSION CHARGE _____			
		Please Circle Day of Week		From	To
		MON TUE WED THU FRI SAT SUN			
TYPE OF ACTIVITY _____		TIME OF RENTAL _____		Please Circle a.m. or p.m.	
(Provide Agenda)		a.m.	p.m.	a.m.	p.m.

ORGANIZATION IS RESPONSIBLE FOR COORDINATION OF EVENT WITH REQUESTED SCHOOL

RENTAL FEES MUST BE PAID IN ADVANCE: GERMANTOWN MUNICIPAL SCHOOL DISTRICT ATTN: OPERATIONS • 6685 POPLAR AVE STE 202 • GERMANTOWN, TN 38138
Method of Payment: Certified Check – Money Order - Cash

Principal's Signature*	Date
Chief of Operations Signature	Date
Attendance Guidelines:	
1 to 250—Plant Manager Only • Add one (1) Worker per 250 thereafter	
1.	3.
2.	4.
*After completing the form please forward form to the Office of Operations for processing and issuance of Permit.	