

MCSD / ATHLETIC FACILITY REQUEST FORM

System-Wide Facilities and School Site Facilities

NAME OF SITE REQUESTING USE OF: _____

Baseball Field Softball Field Football Field Gymnasium

Other Facilities: _____

- Is your team part of the shared use agreement between MCSD and Columbus Parks and Rec.? A copy of that agreement for use must be attached to this form. Columbus Parks and Rec. will provide that letter to your league president. Any group who is not a part of the MCSD and Columbus Parks and Rec. agreement will have to attach a Certificate of Insurance to this form.
- The Building Principal must approve this use and a fee must be charged for use of all MCSD facilities.

CONTACT INFORMATION

Group Name: _____

Contact Person (Requestor): _____

Phone: _____ Alternate Phone: _____

Address or Department: _____ City: _____ State: _____

Email address: _____

EVENT INFORMATION

Name of Event: _____

Date(s) of Event(s) From: _____ to _____

Time From: _____ a.m. p.m. to: _____ a.m. p.m.

Description of Event: _____

Please print and mail, hand deliver or fax this form to:
The appropriate building principal for a site facility, or for a system-wide facility contact via the
MCSD System-Wide Athletic Department, 1042 Manchester Expressway, Columbus, GA 31904
Office Phone (706) 748-2595 / Fax (706) 748-2597

Who will be supervising this event? _____

Phone # _____

WILL ANY OF THE FOLLOWING BE REQUIRED?

Concession Sales	Yes	No	Locker Rooms	Yes	No
Ticket sales booth	Yes	No	Men's	Yes	No
Use of bleachers	Yes	No	Women's	Yes	No
Basketball goals	Yes	No	Visiting	Yes	No
PA system	Yes	No	Tables	Yes	No
Chairs	Yes	No	Security	Yes	No
Floor Covering	Yes	No	Other _____		

To be completed by the Building Principal for site use, and completed by the MCSD System-Wide Athletic Dept. /Plant Operations Dept. for system-wide facility use. Some activities must have MCSD Board Approval.

Approved _____ Date _____

Denied _____ Date _____

Reason: _____

ADDITIONAL NOTES:

****FOR SYSTEM-WIDE FACILITIES THE REQUESTOR MUST CONTACT THE SYSTEM-WIDE ATHLETIC DIRECTOR AND PLANT OPERATIONS FOR SPECIFIC ARRANGEMENTS (706-748-2595/706-748-2861).***

****REQUESTOR MUST CONTACT SECURITY FOR SPECIFIC ARRANGEMENTS (706-748-2860).
NOTE: SECURITY MUST BE PROVIDED FOR ALL EVENTS WITH 50 OR MORE PARTICIPANTS AND SPECTATORS***

****FOR SCHOOL SITE FACILITIES THE REQUESTOR MUST CONTACT THE BUILDING PRINCIPAL.***

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