

SHELBY COUNTY SCHOOLS – OFFICE OF FACILITY PLANNING
Stadium Rental Request Form

(Must be received by Facility Planning at least 30 days prior to event/activity)

NAME OF ORGANIZATION _____

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

ONLY COMPLETE IF EVENT IS A NON-SCHOOL RELATED ACTIVITY

The following must be placed on file in the office of Facility Planning before issuance of permit:

1) Copy of proof of General Liability Insurance? _____

2) Security plan/proof that arrangements for security services have been made (if applicable) _____

APPLICANT SIGNATURE _____	
STADIUM REQUESTED _____	
AREA REQUESTED _____	EXPECTED ATTENDANCE _____
DATE (s) OF RENTAL _____	ADMISSION CHARGE _____
TYPE OF ACTIVITY (Provide Agenda) _____	TIME OF RENTAL _____

RENTAL FEES MUST BE PAID IN ADVANCE: SCS • 160 SOUTH HOLLYWOOD • RM C114
Method of Payment: Certified Check – Money Order – Cash – Personal Check

_____	DATE _____			
SCIAA Athletic Director Signature*				
Type of Event	**For Facility Planning Staff Only**			
	SCS-School	MIAA	Youth	Other
<p>1. Leave area clean before your departure.</p> <p>2. We have the right to refuse the use of the field due to rain or damage conditions.</p> <p>*Athletic Director’s approval must be obtained before request can be processed and Permit issued.</p> <p>*After completing the form please forward form to the Office of Facility Planning for processing and issuance of Permit.</p> <p>Shelby Conty Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex, or age.</p>				