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

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

Site Requested:  Rooms/Area Requested:

- Mira Costa  Auditorium
- MBMS  Cafeteria
- Grand View  Classroom(s)
- Meadows  Multi-Purpose Rm
- Pacific  Gym (large)
- Pennekamp  Gym (small-MC only)
- Robinson  Library
- PS/Transition  Parking Lot
- Dist. Office  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:

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<tr>
<th>DAY</th>
<th>DATES</th>
<th>USE: (meeting, performance, etc)</th>
<th>ARRIVAL TIME</th>
<th>DEPART TIME</th>
<th># OF HOURS</th>
<th>SPECIAL EQUIPMENT OR SERVICES REQUESTED:</th>
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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

Rev. 7/09