



Facility Usage Application

Return this form and the signed Conditions of Usage Policy at your earliest Convenience.
PLEASE NOTE: Application submission does not imply Event Confirmation.

All applications will be reviewed by the Muhlenberg County Board of Education under the advisement of the Director and Advisory Committee. If approved, your organization will be required to sign a Usage Contract and to provide written proof of liability insurance (a minimum of \$1,000,000) naming the Muhlenberg County Board of Education and its employees as additional insured under the policy.

Name of Organization: _____

Organization Representative, Title: _____

Address: _____

Telephone: _____ Email: _____

Name of Show: _____

Description of Show: _____

Anticipated Cast / Crew Size & Special Needs: _____

Anticipated Audience Size & Special Needs: _____

Performance Dates Requested: _____

Additional Dates Requested & Details: (Rehearsal / Load-in / load-out, etc). Attach additional sheet if necessary.

Additional Details about your production: _____

Please Note: the Director of Felix E. Martin, Jr. Hall will contact you to discuss technical needs & associated fees.

**PLEASE SIGN AS INDICATED AND RETURN THIS PAGE ALONG WITH YOUR
LIABILITY INSURANCE INFORMATION AND CONDITIONS OF USAGE POLICY**

TO:

David Probus, Director
Felix E. Martin, Jr. Hall
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Greenville, KY 42345
270-338-0040

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