



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES – OFFICE OF SPECIAL EDUCATION
 STATE BOARD OPERATED SCHOOLS

APPLICATION FOR USE OF SCHOOL PREMISES

INSTRUCTIONS

Return completed form in one of the following ways:

- FAX to: 573-592-2570 (NO COVER PAGE REQUIRED)
- MAIL to: Missouri School for the Deaf, Superintendent's Office, 505 East 5th Street, Fulton, MO 65251
- EMAIL to: MSDCOMMUNICATIONS@MSD.DESE.MO.GOV

QUESTIONS: Contact the Superintendent's Office at 573-592-4000 or MSDCOMMUNICATIONS@MSD.DESE.MO.GOV.

ORGANIZATION APPLYING

BUILDING AND FACILITY DESIRED

- MISSOURI SCHOOL FOR THE BLIND (MSB) MISSOURI SCHOOL FOR THE SEVERELY DISABLED (MSSD)
- MISSOURI SCHOOL FOR THE DEAF (MSD)

DATE(S) OF DESIRED USE

HOURS

FROM

TO

NAME OF PERSON(S) IN CHARGE

PURPOSE OF REQUEST

THE UNDERSIGNED, AS A REPRESENTATIVE OF THE ORGANIZATION IDENTIFIED ABOVE, AGREES TO BE RESPONSIBLE FOR SUPERVISION OF AND THE CONDUCT OF ALL PERSONS PRESENT. ADDITIONALLY, THE APPLICANT ASSUMES FULL RESPONSIBILITY FOR ANY DAMAGE WHICH MAY RESULT TO SCHOOL PROPERTY AND ANY LIABILITY DUE TO INJURY OR DEATH OF PARTICIPANTS.

SIGNATURE OF APPLICANT

DATE

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

--- FOR OFFICE USE ONLY ---

SCHOOL RECOMMENDATION

COMMENTS (OFFICE OF ADMINISTRATION – FACILITIES MANAGEMENT, DESIGN, & CONSTRUCTION)

APPROVED

DENIED

OA SIGNATURE

DATE

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.