



Mount Carmel School

Post Office Box 500006
Saipan, MP 96950
Tel: (670) 234-6184/234-7188
Fax No. (670) 235-4751
Email: mtcarmel@pticom.com
Web: <http://www.mtcarmel-edu.net>

Facility Usage Request Form (Facility Usage after 4PM & Weekends/Holidays Only) As of 8/19/08

Requestor: _____	Date: _____
Location Requested: ____ Building A ____ Building B ____ Building C ____ Gym	Classroom No. to be use: _____ _____ _____
Date of Event: _____	Time: Beginning _____ Ending: _____
Purpose of Event: _____ _____ _____	
Facility Usage Fee: Elementary /Middle School : \$7.00 Per Hour High School Classroom : \$7.00 per Hour High School Office & Teacher's Lounge : \$17.50 Per Hour Water Consumption : \$2.00 Per Person	
Cost Calculation: Power Consumption: Water Consumption	
Power Cost and Water Consumption Cost: \$ _____	
The student club hereby agrees that the cost identified above will be charged to the identified student organization club account to coverage the power and water consumption usage.	
Student Organization Officer: _____	Club Advisor: _____
_____ Signature	_____ Signature
_____ Date:	_____ Date:
Approved By: _____ Margaret C. DelaCruz, President	Date: _____
Remarks: _____	