



Community Rental Use of

The Main Street Academy Facilities

Request for Rental

Rental Applicant Name: _____ Application Date: _____

Non-Profit Organization: _____

Address of Non-Profit Organization: _____

Contact number and/or email: _____

Date(s) of Use: _____

Requested Time(s): _____

Specific purpose of request/special needs: _____

Area(s) of Facility Requested: _____

Number of guests attending: _____ TMSA Relationships: _____

Security needs: _____

Staff needed: _____

Requested Custodial: _____

Required enclosures to include with this request:

- (a) A copy of your IRS letter granting Non-Profit status
- (b) Proof of Commercial General Liability Insurance, to include Products and Completed Operations, in an amount of not less than \$1,000,000 for bodily injury, personal injury, and property damage. TMSA, Inc. must be listed as additional insured once approved.

This letter of request and proof of registration and non-profit status will be forwarded to the Board of Directors of TMSA, Inc. for review. The letter of request for reservation of any community use of space, including the required enclosures, must be received by TMSA, Inc. at least one month prior to the requested use date.

Send the Request with enclosures to Virginia Smith at the address below or Virginia.Smith@tmsa.org.