



REQUEST FOR USE OF FACILITIES

Date Submitted: _____

Organization making request: _____

Contact Person: _____ Phone number: _____

Facility Requested: _____ Facility Room(s): _____

Purpose/Type of Event: _____

How many will: participate: _____/be in audience(if applicable): _____

Liability Insurance Certificate on File Yes ___ No ___ (Please submit one if not on file)

Date(s)	Days of Week	Preparation Time	Event Time	
		Open doors	Begin time	End time

Be sure to allow adequate time for set up prior to event and clean-up following event.

SPECIAL NEEDS

The priority for use of school facilities is as follows:

- (1 and 2) School District curricular groups, School district extra-curricular groups
- (3) School-related groups (such as P.I.E. groups)
- (4) Non-profit groups for school-age youth and other governmental entities
- (5) Non-profit community groups
- (6) For-profit groups that provide cultural, educational, or recreational experiences for school age youth.

For groups 5 and 6, there will be a facility use fee of:

Room	Class 5 Rate/Hr	Class 6 Rate/Hr	Class 5 Daily Cap	Class 6 Daily Cap	Class 5 Event Cap	Class 6 Event Cap
LVHS Fieldhouse	\$41.00	\$69.00	\$164.00	\$276.00	\$246.00	\$414.00
LVHS Commons	\$10.00	\$17.00	\$40.00	\$68.00	\$60.00	\$102.00
LVHS Auditorium	\$36.00	\$60.00	\$144.00	\$240.00	\$216.00	\$360.00
LVHS Auxiliary Gym	\$54.00	\$90.00	\$216.00	\$360.00	\$324.00	\$540.00
BCE/GPE Gym	\$17.00	\$28.00	\$68.00	\$112.00	\$102.00	\$168.00
Starrett Gym	\$31.00	\$51.00	\$124.00	\$204.00	\$186.00	\$306.00
LMS Gym	\$32.00	\$53.00	\$128.00	\$212.00	\$192.00	\$318.00
Aquatic Center	\$60.00	\$99.00	\$216.00	\$360.00	\$324.00	\$540.00

If additional custodial, lifeguard or food services are needed the fee will be:

	Custodial Rate per hour	Life Guard Rate per hour	Food Services Rate per hour
Straight Time	\$18.16	\$15.00	\$17.30
Over-Time	\$27.24	\$22.50	\$25.95

Estimated Charge \$ _____

Read and sign back of form before submitting request

FOR OFFICE USE ONLY

Approved _____

Denied _____

Date _____

Insurance Verified _____

CONDITIONS FOR USE OF FACILITIES

The applicant in using the requested facilities agrees as follows:

1. To supervise the event or activity including the participants and spectators;
2. To provide first aid and make arrangements for medical care if required;
3. To care for and maintain equipment and facilities and to reimburse FCSD #1 for any loss or damage thereto;
4. To reimburse FCSD #1 for the use of equipment and facilities within ten (10) days following the receipt of statement;
5. To notify FCSD #1 twenty-four (24) hours in advance in case of cancellation of the activity or event to avoid charges;
6. To abide by rules and standards set by FCSD #1 (NO food or beverages allowed in any facility without prior approval of the facility);
7. To pay any and all charges incurred as defined in the schedule of fees;
8. To not enter your facility until designated time;
9. To start your activity promptly so that you will finish on time;
10. To not allow students/participants to play with school's equipment;
11. To remove all litter and debris that was left by your group/participants

When police are required to be in attendance at your function you must pay any cost required by the Police Department.

All groups using school district facilities are expected to provide supervision over all group members. Failure to do so may result in future requests for use of facilities being denied.

Groups using school district facilities must agree to adhere to school district policies, and they are reminded of the following prohibitions:

- a. Use of any open flame, including candles, and any flammable substance or pyrotechnics is expressly prohibited.
- b. No alcoholic or malt beverages, controlled substances, or weapons of any kind shall be allowed on District premises.
- c. Tobacco use is not permitted on District premises.
- d. Activities involving gambling, as defined and regulated under federal or state law, are not permitted on District premises.
- e. Illegal activities of any sort are not permitted on District premises.

All advertising used to promote the applicant's use of school facilities must be submitted for review and approval by a Central Office administrator. This includes posters, banners, and other media. Such advertising must comply with all applicable federal, state, and local law and District policies.

Any individual organization, or entity using school facilities under this policy agree to hold the District, the Board, the Superintendent, and agents, officers, and employees of the District harmless from any claims for loss, damage, liability, injury, or death arising from the use of the facilities, including but not limited to, claims contesting the use of the facility by that individual, organization, or entity. Any individual, organizations, or entity using school facilities under this policy agrees to defend and indemnify the District from any such claims for loss, damage, liability, injury, or death arising from the use of the facilities, including, but not limited to, claims contesting the use of the facility by the individual, organization or entity.

The District reserves the right to refuse approval or to cancel any or all authorizations for use of school facilities when it deems that such action is in the best interest of the District. No school facilities shall be used for any purpose prohibited by federal or state law.

I hereby indicate that I have read the above conditions, that I understand them, and that I agree to abide by them. Furthermore, I agree to assume responsibility for informing event participants of the rules contained herein.

Printed name _____

Signature _____

Mailing address _____

Date _____