

## Lakeview Community Schools Application for Use of Facilities

Date of Application: \_\_\_\_\_ Check the building **and** area choice you are requesting.

**Only Requested Areas may be used under this agreement.**

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**Lakeview High School**

**Lakeview Middle School**

**Lakeview Elementary**

**Bright Start Elementary**

Kitchen (w/equipment) \_\_\_\_\_ Kitchen (serving only) \_\_\_\_\_ Refrigerators \_\_\_\_\_

Cafeteria \_\_\_\_\_ Gymnasium \_\_\_\_\_ Class Room # \_\_\_\_\_ Media Center \_\_\_\_\_

Large Group Instruction Area \_\_\_\_\_ Multi-Purpose Room \_\_\_\_\_ Stage \_\_\_\_\_

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Name of Organization and/or Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

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Day of the Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date(s) Requested: \_\_\_\_\_

Event Set-up Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Clean-up Time: \_\_\_\_\_

Special Equipment Needs: Yes \_\_\_\_\_ No \_\_\_\_\_

**(If yes, please describe, ex: VCR, TV, # TABLES, # CHAIRS, Arrangement)**

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Custodial Services Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Hourly fee, if applicable, is \$30.00.

***I/We hereby agree to assume the responsibility for supervising the above activity and to abide by the policies, rules and regulations governing the use of the school facilities as stated on the back of this form. I/We further agree to leave the school facility in as good or better condition as when our organization began using it. I/We agree to hold the school harmless and defend the district against any claims and liability that might arise from the use of and or activities conducted at the facilities. The school will not be liable for injury or damage that arises out of the use of this facility.***

Signed: \_\_\_\_\_

Principal: Approval \_\_\_\_\_ Denial \_\_\_\_\_ Signature: \_\_\_\_\_

Superintendent: Approval \_\_\_\_\_ Denial \_\_\_\_\_ Signature: \_\_\_\_\_

School Related: \_\_\_\_\_ Key Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Non School Related: \_\_\_\_\_ Fee Total: \_\_\_\_\_

The group or individual, who is renting the school facility, must provide certificate of insurance indicating Lakeview Community Schools as a named insured.

CC: Dan Kain

CC: GRBCS

CC: Carla Cooper (as needed)

**(The back of this form must be completed in order for your request to be approved.)**

Lakeview Community Schools  
Request for Usage of School Facilities

The following rules and regulations have been adopted by the Board of Education:

1. Use of Tobacco is prohibited on school property.
2. There shall be no alcoholic beverages brought to or consumed in the building or on the grounds.
3. Putting up decorations or scenery or moving furniture and equipment is prohibited unless approved through the school administration.  
**\*IF FURNITURE IS MOVED, IT MUST BE RETURNED AS IT WAS POSITIONED ORIGINALLY.**
4. Nothing shall be sold, given or exhibited or displayed without permission.
5. The applicant must be present during the time of the function and is held responsible for the preservation of order.
6. The Board assumes no responsibility for properties left on the premises by the applicant.
7. The Board of Education or its representatives must have free access to all rooms at all times.
8. The gymnasium, cafeteria or any other room used by the applicant will be examined carefully before and after use and the applicant agrees to make good, promptly, any loss or damage occurring during the applicant's use of said room or rooms.
9. The right to revoke an agreement for usage, at any time, is reserved by the school authorities.
10. No reservation will be confirmed until this application is returned and approved by the building principal.
11. Any use of kitchen facilities requires a staff member of the Food Service Program be present. Payment for the staff member will be paid by the functioning group. (Prepared foods are allowed to be brought in and served for private or invitation only functions.)
12. **It is the sole responsibility of the applicant to assure that the facility is clean when the function is finished. Please make sure the following items are complete:**
  - \*Tables (or equipment) cleaned and returned to original positions.**
  - \*Floors swept (and mopped, if needed).**
  - \*All trash barrels emptied and trash taken to dumpster.**
13. Only requested areas may be used under this agreement.
14. Weekend activity fee: A minimum of \$50.00 (2hours) must be paid if the event is non-school related. This money is used to pay for supervision and security. It is the responsibility of the applicant to make arrangements for the building to be unlocked and the security system shut off prior to use, and turned on when finished.
15. Rental of facilities requiring the individual or group to be given a key will require a \$100 deposit before receiving the key fob. (Deposit will be held.) Key fobs identify the person or group entering any building, therefore, the district will charge that person or group for not securing the building properly, and any resulting police contact that may be needed.
  - \*I First offense will be a warning.
  - \*II Second offense will be a \$100 fee covering personnel or police having to make a nuisance run.
  - \*III Third offense key fobs will be de-activated.

***No one should prop open a door and not properly close it, a \$200 fine will be immediately assessed for this offense.***

Applicant: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Building Principal Approval \_\_\_\_\_