

LUCAS LOCAL SCHOOLS FACILITY USE APPLICATION

NAME OF ORGANIZATION: _____ DATE OF APPLICATION: _____
 DATE(S) APPLIED FOR: _____ TIMES: _____
 DATE MASTER CALENDAR CHECKED: _____ EVENT TIME: _____
 PURPOSE OF MEETING: _____

LOCATION DESIRE:

ELEMENTARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
_____ Cafeteria	_____ Gymnasium	_____ Gymnasium
_____ Classroom	_____ Classroom	_____ Classroom
_____ Lounge	_____ Library	_____ Library
_____ Other	_____ Other	_____ Other

RENTAL FEE CHARGES: Fees are established by the Lucas Board of Education. Charges are based upon established rates as approved in Board Policy KG-R, Use of School Facilities that will accompany an approved Facility Use Application.

Rental Rates: _____ Other: _____ TOTAL DUE: _____ TOTAL PAID: _____

Custodial (By request or policy only) Name: _____ Number Needed _____ Number of hours _____

Additional Equipment Needed: _____

Information concerning this application: _____

1. This permit is *not* transferable.
2. The applicant assumes complete responsibility for the rented school facilities. These facilities must be secured (doors and windows locked) and must be left in the condition in which they were found. The applicant agrees to pay for any damages to or cleaning of rented facilities in addition to the rental indicated.
3. Fees for the use of school facilities will be payable to **Lucas Local School District**.
4. No custodian will be available unless requested or unless the size of the group would require a custodian as stated in the building usage policy.
5. It should be noted that for a group to be considered **LOCAL** it must be located in the school district or have a membership composed of **NOT LESS THAN 80% LOCAL residents**. Any group not meeting this requirement will be charged the non-local group rate.
6. Any questions concerning the usage of a building or any special instructions should be directed to the building principal.
7. **PLEASE NOTE:** The school fire alarm system does not activate the Fire Department.
In case of fire: ***pull alarm and call 911.***

NAME OF PERSON MAKING APPLICATION: _____

ADDRESS OF APPLICANT: _____ PHONE: _____

SIGNATURE OF APPLICANT: _____

SIGNATURE OF BUILDING PRINCIPAL: _____

CUSTODIAN - Inspect Locker Rooms, Gym, Storage, Stage, Rest Rooms, and Cafeteria
BEFORE _____
AFTER _____ Secure All Doors.

COPIES TO:

HS-Principal, Secretary,-Teacher-Custodian
 MS-Principal, Office Aide,-Teacher-Custodian
 ES-Principal, Secretary,-Teacher-Custodian
 MAINTENANCE-Supervisor
 MS LIBRARY-/HS LIBRARY
 FOOD SERVICE-Supervisor
 Superintendent
 Technology Coordinator

A SPECIAL SET-UP IS REQUIRED, PLEASE PUT A DIAGRAM ON THE BACK OF THIS FORM

Book	Policy manual
Section	Section K: School-Community Relations
Title	Community Use of School Premises
Code	KG -E
Status	Active

Community Use of School Premises
(Equal Access)

_____ (Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of, _____ (subject of indemnity) whether it be caused by the negligence of indemnitor or the Lucas Local Board of Education or either party's agents or employees, or otherwise.