

### 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
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Lounge
- \_\_\_\_\_ Other

- \_\_\_\_\_ Gymnasium
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Library
- \_\_\_\_\_ Other

- \_\_\_\_\_ Gymnasium
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Library
- \_\_\_\_\_ 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-E.Teague/Stevens-Teacher-Custodian
- MS-K. Case-Teacher-Custodian
- ES-K. Case/Darling-Teacher-Custodian
- MAINTENANCE-B. Sauder
- M.S. LIBRARY-A. Lowe
- FOOD SERVICE-N. Sgambellone
- Mr. Freund
- B. Lewis

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