

Policy of the Lancaster School Board

School Community

COMMUNITY USE OF SCHOOL FACILITIES

RESERVATIONS MUST BE MADE AT LEAST ONE WEEK IN ADVANCE OF REQUESTED USE DATE. SCHOOL ACTIVITIES TAKE PRECEDENCE.

Name of Organization _____ Today's Date _____

Type of Organization Not-For Profit For-Profit Organization

Contact Person _____ Phone: Day _____ Evening _____

Purpose of Use/Description of Activity: _____

Building Requested: HS MS Winskill Annex Other _____

	FACILITIES REQUESTED FOR		
DATES/DAYS OF WEEK	DOOR ENTRANCE	START TIME	END TIME

ESTIMATED NUMBER OF PARTICIPANTS: _____

PLEASE CHECK AREA REQUESTED (Costs are for profit Organizations.)

- Gymnasium - \$75
- Classroom - \$25
- Library/IMC - \$50
- Commons/Cafeteria - \$50
- Kitchen - \$75
- Auditorium - \$150
- Presentation Room - \$50
- Activity Room - \$50
- Other (price to be determined)
- Cook
- Janitor
- Other (specify) _____

SUPERVISION

Indicate name, address and telephone number of two adults with responsibility for supervision of the group and proper maintenance of the facilities and equipment. At least one of these adults must be present during the entire time the facility is in use—please indicate which one.

WILL BE PRESENT

1. Name: _____
 Address: _____
 Phone: _____

WILL BE PRESENT

2. Name: _____
 Address: _____
 Phone: _____

FEES (If clean up or assistance is needed.)	# hours	Total
Custodian at 1 ½ hourly rate	\$ _____	_____
Kitchen staff @ 1 ½ hourly rate	\$ _____	_____

Fob deposit of \$6.00 to be reimbursed when the fob is returned to the respective office.

If fees are charged, please make check payable to the ***Lancaster Community School District*** and attach to application.

To support the request to rent/utilize property of the Lancaster Community School District set forth above, I (applicant or authorized agent of applicant) hereby agree as follows: To abide by the rules and regulations of the school district governing the use of school facilities, and to see that such rules and regulations are complied with and obeyed by others ; to assume responsibility for and to make restitution for any damage to the building or equipment during the period of rental/use which in the judgment of the school district constitutes damage or destruction beyond normal wear and tear and intended usage; and to indemnify and forever hold harmless the school district and its officers, agents, and employees, from any and all claims of any kind, nature of description arising out of the use of any of the school facilities pursuant to this application or any modification thereof.

Use of school facilities by non-school groups, for non-school activities, may require a Certificate of Insurance in the amount of \$500,000 bodily injury, and \$100,000 property damage. The above ____ is ____ is not requested to present such a certificate.

I REPRESENT AND UNDERSTAND THAT I AND/OR THE ENTITY FOR WHICH I AM THE AUTHORIZED AGENT AM AND WILL BE FINANCIALLY RESPONSIBLE AND LIABLE FOR ANY PROPERTY DAMAGE OR PERSONAL INJURY ARISING OUT OF RENTAL/USAGE OF SAID FACILITIES.

Signature/Authorized Agent: _____

TO BE COMPLETED BY BUILDING PRINCIPAL

FACILITY *IS* AVAILABLE ____ ON DATE(S) _____

FACILITY *IS NOT* AVAILABLE ____ ON DATE(S) _____

APPROVED ____ DATE _____ BY _____

DENIED ____ DATE _____ BY _____

REASON FOR DENIAL: _____

The Lancaster Community School District is committed to a policy of nondiscrimination on the basis of gender, sexual orientation, race, age, religion, national origin, ancestry, creed, pregnancy, marital and parental status, physical, mental, emotional or learning disability, handicap, political affiliation, arrest or conviction record, military status, or any other condition provided for by state or federal laws or regulations.