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_____

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

ESTIMATED NUMBER OF PARTICIPANTS: _____

Principal's Signature: _____ Date: _____

PLEASE INDICATE NUMBER OF HOURS REQESTED (Costs are based on per hour and For-Profit-Organizations. Costs for Cook may be charged if using the kitchen, custodial costs will be charged unless already on duty and lighting and sound costs will be charged when using the Auditorium if other than houselights are needed.)

FACILITY COSTS PER HOUR		**PERSONNEL COSTS PER HOUR**	
Gymnasium - $25	_____	Cook $25	_____
Classroom - $10	_____	Janitor $25	_____
Library/IMC - $20	_____	Lights and sound Tech. $30	_____
Commons/Cafeteria - $20	_____		
Kitchen - $25	_____		
Auditorium - $30	_____		
Presentation Room - $20	_____		
Activity Room - $20	_____		
Other (price to be determined)			

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	**WILL BE PRESENT**
1. Name: _____	2. Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

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

If rental fees and/or school personnel are required and 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.

HOLD HARMLESS: I REPRESENT AND UNDERSTAND THAT I AND/OR THE ENTITY FOR WHICH I AM THE AUTHORIZED AGENT 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.

Approved: 2004

Revised: October 10, 2018