

COMMUNITY USE OF SCHOOL FACILITIES

RESERVATIONS MUST BE MADE AT LEAST ONE WEEK IN ADVANCE OF THE 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 REQUESTED (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

Gymnasium - \$50 _____
Classroom - \$20 _____
Library/IMC - \$40 _____
Commons/Cafeteria - \$40 _____
Kitchen - \$50 _____
Auditorium - \$60 _____
Presentation Room - \$40 _____
Activity Room - \$40 _____
Other (price to be determined)

PERSONNEL COSTS PER HOUR

Cook \$25 _____
Janitor \$25 _____
Lights and sound Tech. \$30 _____

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

Name: _____

Address: _____

Phone: _____

WILL BE PRESENT

Name: _____

Address: _____

Phone: _____

A \$100.00 job deposit to be reimbursed when the job 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.

Gym Reservation Guidelines

- To reserve a gym time, please fill out a request form with the school office of the gym you would like to use. Any person making a request needs to be out of high school and at least 18 years of age.
- All requests need to be approved by the building principal.
- The person submitting the request is responsible for supervising the gym for the entire time. If multiple people will be supervising, the dates and who is supervising need to be specifically listed on the request form.
- Requests are made monthly and can not exceed two hours of gym time two days a week.
- For the school gyms, any high school or middle school-sponsored team function or practice, even if last minute, will supersede any reservation. Please be aware that you may have to leave the gym, even if reserved, in this event.

Gym Use Checklist:

- Please ensure everything is clean after use. Floors swept, garbage taken outside to the dumpster, bathrooms picked up, borrowed items placed in their original location, etc. (commons, bleachers, bathrooms)
- Check all exterior doors to make sure they are closed and locked
- We recommend no food or drinks in the gyms. Food and drinks should be consumed in the commons.
- Beverage spills need to be cleaned up immediately to avoid water marks on the gym floor.
- Absolutely no pets/animals are allowed in the school.
- If school staff have to clean after an event, a service fee of \$25.00 per hour will be charged.

Failure to follow these guidelines may lead to the inability to rent/use school facilities.

Hillery Auditorium Use Guidelines/Checklist:

- Review emergency procedures
- No food or drink is allowed in the auditorium
- No running
- No pets/animals are allowed in school
- Keep all water/fluids away from the curtains

- Ask for guidance and/or help regarding lighting/sound/fly (curtains, etc.) systems
- Use only approved tape on the stage (painter's tape, spike tape, gaffers tape). No masking, packing, or duck/duct tape!
- Ensure everything is clean after use
- Return borrowed items to their proper location
- Clean any messes
- Alert the school of any broken or worn items
- If school staff have to clean after an event, a service fee of \$25.00 per hour will be charged.

Failure to follow these guidelines may lead to the inability to rent/use school facilities.

Folder of procedures:

Emergency
Sound System
Lighting system
Projector and screen

When you enter:

- Check the condition of everything before using
- Check room temperature/climate
- Locate all exits
- Know how to properly exit the auditorium in the case of an emergency
- Take photos so you can return things to their proper place

****Please let school personnel know if anything is out of order****

When you leave:

- Shut down sound and lighting consoles and cover them
- If used, shut down the projector. If does not automatically shut down
- Make sure the safety light is turned on (booth).
- Return everything as closely as possible to the way you found it.
- Remove any tape from the stage surface
- Clean up any messes
- Shut off both sets of lights in dressing rooms and bathrooms including backstage hallway lights
- Shut off work lights (backstage) and house fluorescent lights
- Make sure ALL doors are locked.

Contacts:

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