

LAKEVILLE COMMUNITY SCHOOLS BUILDING USE REQUEST

Application Date: _____

Organization Name Requesting Use: _____	
Date (s) Requested _____	Activity _____
<input type="checkbox"/> My Concussion Awareness Training Cert. is attached. <input type="checkbox"/> My Concussion Awareness Training Cert. is on file.	
Building Requested: <input type="checkbox"/> High School <input type="checkbox"/> Columbiaville Elem. <input type="checkbox"/> Otisville Elem. <input type="checkbox"/> Middle School <input type="checkbox"/> Otter Lake Elem.	
Room Requested: <input type="checkbox"/> Gymnasium <input type="checkbox"/> Media Center <input type="checkbox"/> Cafeteria <input type="checkbox"/> Kitchen <input type="checkbox"/> Locker Room <input type="checkbox"/> Technology Lab <input type="checkbox"/> Stage <input type="checkbox"/> Classroom	
Beginning Time of Activity - <input type="checkbox"/> AM <input type="checkbox"/> PM	Open Building at - <input type="checkbox"/> AM <input type="checkbox"/> PM
Ending Time of Activity - <input type="checkbox"/> AM <input type="checkbox"/> PM	Close Building at - <input type="checkbox"/> AM <input type="checkbox"/> PM
Other Requirements /Arrangements: (Please be very specific) _____ _____ _____	

ESTIMATED FEES	
FACILITY: Total Hours Required: 1st Three (3) Hours = _____ _____ Additional Hours @ \$ _____ = _____ CUSTODIAN(S): _____ Hours @ \$ _____ = _____ COOK(S): _____ Hours @ \$ _____ = _____ ACTIVITY SUPERVISOR: _____ Hours @ \$ _____ = _____	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>Waive Fees</p> <p>Initialed by: _____</p> </div>
TOTAL ESTIMATED FEES _____	
If a fee is charged - 50% due with application - Balance is due prior to building usage - Proof of insurance may be required before approval	
CHECKS SHOULD BE MADE PAYABLE TO LAKEVILLE COMMUNITY SCHOOLS	
- Lakeville Board of Education Policies, Fees and Administrative Rules are listed on the reverse side of this form and will apply to all building/facility usage - ***** Please return the form to the office of the building you are requesting the use of *****	

Name (person in charge) _____	Phone Number _____
Address _____	Email Address _____
<p>- Typing your name below agrees you are the Person in Charge and you know the location of the AED devices and you know how to use them -</p> <div style="border: 1px solid black; width: 40%; margin: auto; height: 25px; margin-bottom: 5px;"></div> <p style="text-align: center;">(Signature)</p> <div style="border: 1px solid black; width: 40%; margin: auto; height: 25px; margin-bottom: 5px;"></div> <p style="text-align: center;">(Signature of Building Administrator)</p>	
<ol style="list-style-type: none"> 1. Report any accident or difficulty at once to the Building Administrator/Program Supervisor. 2. Assume responsibility for the building when it is open. 3. Person in charge does not leave until ALL participants have left and building is secured. 4. Persons in charge must know where AED devices are located in the building (see locations on back page). 	

ADMINISTRATIVE REGULATIONS
Policy 7510 - Administrative Guidelines 7510A,B,

1. A 50% deposit is due prior to building use if there are charges involved. District may request payment in advance.
2. Cancellations may be issued by the district with or without notice for events. The deposit is refundable when 24 hour notice is given to cancel by the user. Individuals or groups are responsible for payment for all costs incurred.
3. User may not transfer, sublet or charge a fee to others for the use of school property.
4. User must take reasonable steps to ensure orderly behavior & will be responsible for paying all damage associated with their use of the facility or equipment.
5. Use of tobacco, alcoholic beverages & controlled substances will not be permitted on the District Property at any time.
6. Decorations must be fireproof and are to be erected and taken down in the manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames such a candle is permitted only with written permission from the fire marshal.
7. The user shall be fully responsible for all loss or damage to District property, including that of students & employees.
8. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
9. Requests for District-owned furniture & equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility. Additional custodial services required for work not done satisfactorily will be paid for by the using group.
10. Gambling of any kind is prohibited.
11. A school custodian shall be on duty whenever a facility is being used unless exempted by the principal. The custodian will normally open the building 1/2 hour prior to activity and remain for 1/2 hour after scheduled end. Custodian will render assistance in handling furniture and equipment if required.
12. Food Service personnel will be required, when kitchen facilities are used.
13. Furniture and equipment may not be moved or used unless approved in advance and under approved supervision.
14. Responsibility for enforcement of rules and regulation of District facilities rests with the user group.
15. Corridors, exits, stairways must be free of obstructions at all times.
16. The district will not be responsible for any loss of valuables or personal property.
17. Flyers, booklets, other printed or audio-visual materials may not be distrubed unless they relate directly to activity.
18. Skateboards and other like equipment shall not be allowed on District premises at any time.
19. In the event of closing due to emregency conditions, the activity detailed will be cancelled.
20. No street shoes may be worn in the gymnasiums for any activity.
21. The person in charge agrees to save and hold harmless the LakeVille Community School District and agree to assume responsibility for any liabilities arising during the said use of occupancy of said premises.

SCHEDULE OF FEES FOR USE OF FACILITIES

Users must pay 50% Deposit & estimated usage fees no less than 2 weeks prior to

activity
First price listed is for the first three hours of rented area. Second price listed is per hour after first three hours.

	HIGH SCHOOL	MIDDLE SCHOOL	ELEMENTARY SCHOOL
1. Gymnasium	\$150.00 / \$50.00	\$100.00 / \$35.00	\$50.00/\$20.00
2. Locker Room	\$50.00 / \$10.00	\$50.00 / \$10.00	
3. Stage		\$150.00 / \$50.00	
4. Cafeteria	\$75.00 / \$25.00	\$50.00 / \$15.00	\$25.00 / \$5.00
5. Kitchen*	\$100.00 / \$25.00	\$75.00 / \$25.00	\$35.00 / \$10.00
6. Classroom	\$25.00 / \$5.00	\$25.00 / \$5.00	\$25.00 / \$5.00
7. Media Center	\$75.00 / \$25.00	\$75.00 / \$25.00	\$25.00 / \$5.00
8. Technology Lab	\$25.00/Hour	\$25.00/Hour	\$25.00/Hour

HOURLY RATES PER PERSON

1. Custodians (After Hours) \$35.00
2. Cooks (*Required w/kitchen use) \$25.00
3. Activities Supervisor \$20.00
4. Snow Plowing \$35.00

Location of AED devices by building

High School - Main Building - Hall outside of gym and outside room 104 - **Annex** - Main Hallway - **Athletic Director** - Portable Unit
Middle School - Main Building - Hall outside of gym and in Sixth Grade Hallway
Columbiaville Elementary - Main Building - By Main Doors - Left of Main Showcase - **Annex** - Walk in main doors - on wall to the right
Otisville and Otter Lake Elementary - In Gym/Cafeteria