

SCHOOL DISTRICT OF THREE LAKES
APPLICATION FOR USE OF SCHOOL FACILITIES
THREE LAKES SCHOOL

The undersigned hereby applies for use of the Public School Building below indicated and agrees to pay the rental rate stated, and such service charges for personnel as are indicated or may occur.

It is certified by the undersigned that the use for which this application is made will comply with all Board of Education policies on building use.

It is agreed that while being used by the undersigned, proper control will be maintained over the building and any persons who may be therein.

NAME OF ORGANIZATION _____ ADDRESS _____

NAME OF PERSON SUBMITTING APPLICATION _____

NAME OF PERSON RESPONSIBLE DURING USE _____

HOME MAILING ADDRESS _____ TELEPHONE NO. _____

DATE(S) DESIRED _____

Month/Day/Year A.M. P.M. (include any set-up time if needed)

DAY(S) OF WEEK _____

TYPE OF ACTIVITY _____

ADMISSION CHARGE (if any) Adult _____ Child _____ Special Equipment _____

FACILITIES DESIRED (See reverse side for fee schedule) AGREED COSTS

<input type="checkbox"/> AUDITORIUM	<input type="checkbox"/> REGULAR CLASSROOM	<input type="checkbox"/> ART ROOM	Rental	\$ _____
<input type="checkbox"/> LARGE GYMNASIUM	<input type="checkbox"/> COMPUTER ROOM/DESIGN CENTER	<input type="checkbox"/> ATHLETIC FIELD	Custodial	\$ _____
<input type="checkbox"/> SMALL GYMNASIUM	<input type="checkbox"/> FAB-WOODS/METALS	<input type="checkbox"/> WRESTLING ROOM	Other Work	\$ _____
<input type="checkbox"/> KITCHEN	<input type="checkbox"/> FAB-3D/LASER	<input type="checkbox"/> H.S. IMC	Other	\$ _____
<input type="checkbox"/> COMMONS	<input type="checkbox"/> FACS ROOM	<input type="checkbox"/> ELEMENTARY IMC		

It is understood by both parties that the general Board of Education policies relative to the use of school buildings shall be applicable and the person whose signature appears below has been given authority to act for and assume complete responsibility for execution of such agreements as may be drawn.

The indemnification agreement below is incorporated herein and made a part hereof, and execution of that agreement is a prerequisite to approval of the application.

Signature _____ Title (if any) _____

INDEMNIFICATION AGREEMENT

The applicant agrees to indemnify and save the Three Lakes School district harmless, from any and all claims by or on behalf of, any persons or firms, pursuant to this application, or arising out of an accident or injury which occurs on school property during, or arising out of, the applicant's use of school property pursuant to this application. This includes claims against the School District for their negligence or alleged negligence. Applicant further agrees to indemnify the School District for any attorney fees, or other expenses incurred by the School District in defending any claims arising out of, or during the course of, applicant's use of school property pursuant to this application.

Date _____ Signature _____

EMERGENCY INFORMATION

To dial "911" from any room: Press 8 for an outside line, then 911.

USE OF SCHOOL FACILITIES FEE SCHEDULE

The following fee schedule shall be used when applicable. The fees shall be paid in advance.

<u>FACILITY</u>	<u>All Day</u>	<u>Evening</u>	<u>Afternoon</u>
Auditorium	\$150.00	\$75.00	\$75.00
Large Gymnasium	150.00	75.00	75.00
Small Gymnasium	100.00	50.00	50.00
Kitchen	125.00	65.00	65.00
Commons	100.00	50.00	50.00
Regular Classroom	50.00	25.00	25.00
Computer Room/Design Center	125.00	65.00	65.00
Fab - Woods/Metals	250.00	130.00	130.00
Fab - 3D/Laser	250.00	130.00	130.00
FACS Room	125.00	65.00	65.00
Art Room	80.00	40.00	40.00
Athletic Field	150.00	75.00	75.00
Wrestling Room	150.00	75.00	75.00
IMC (H.S. OR ELEMENTARY)	80.00	40.00	40.00

Above rates doubled if admission is charged to the public, or the facility is used for business purposes. Auditorium rental will be negotiated if used for business purposes.

Non-profit organizations in the district will be charged a \$5.00 processing fee. Non-profit organizations outside of the district will pay the regular rate.

Use of the kitchen will be permitted only with one of the School District cooks present. The cook must be paid according to their current hourly rate, plus overtime and benefits if applicable.

All custodial services needed by users will be charged at the custodian's current hourly rate, plus overtime and benefits if applicable.

Seasonal use of athletic facilities other than the Fitness Center will require a fee of \$10.00 per participant.

Rates for services requested relating to the use of the auditorium will be as follows:

Stage Manager	\$10.00/hour with a minimum of \$25.00.
Lighting Person	\$ 8.00/hour.
Sound Person	\$ 8.00/hour.
Stage Hand or Projection Screen use	\$ 7.00/hour.

FOR OFFICE USE ONLY:

This Facility is ___ is not___ available on the date(s) asked for.

BY _____
Administrator

APPLICATION: APPROVED _____
REJECTED _____

BOARD OF EDUCATION
SCHOOL DISTRICT OF THREE LAKES

DATE _____