

DEER LAKES SCHOOL DISTRICT FACILITY REQUEST FORM

(Please return this completed form to the school which houses the facility you wish to rent.)

DATE OF APPLICATION: _____

Sponsoring Organization & Title of Event: _____

SCHOOL, AREA and/or ROOMS Requested: _____

Equipment needed from the District: _____
(Attach additional page if needed)

Date(s) Requested: _____ Time(s) of Use: _____
From _____ until _____

Is there an admission fee for the activity? Yes No If so, how much? _____

Estimated number of participants: _____ Estimated number of attendees (if applicable): _____

I certify that I am an active member of the group for which I request the reservation, that I have received and read Board of Education Policy 707 (found on the Deer Lakes website) governing use of the building, and that I, personally, will be present and responsible for observance of the rules. I agree that all fees will be paid to the Deer Lakes School District and that I, as representative of said organization, am personally responsible in seeing that this privilege is not abused. On behalf of the organization named above, I agree to notify all users that when using these facilities, they indemnify and hold harmless the Board and its agents and employees from all liability, claims, demands, damages, or costs for or arising out of the use of facilities whether it be caused by negligence or indemnifier or the Board, or either party's agents or employees or otherwise.

Signature of Person Responsible: _____

Address: _____

Telephone: _____ Date: _____

**Outside Organizations only:* Copy of Liability Insurance: Yes (Attach to application) No (Must be mailed)

***This section to be completed by the Building Principal ***

Above request is: Approved Denied

Schedule of Charges: (see back of form for rate chart)

Building Usage	_____
Additional Custodial	_____
Security	_____
Cafeteria Staff	_____
TOTAL:	_____

Comments/Special Requests: _____

Building Principal's Signature: _____ Date: _____

PLEASE NOTE:

- (1) In case school is closed due to inclement weather or emergency, all approved building usages are canceled.
- (2) Bills for all fees will be mailed to the person making the request, unless otherwise noted.
- (3) The authority and responsibility for approval of building use applications have been delegated to the principal of requested building (4). The building principal shall forward copies of this form to custodial, security, and technical support staff as necessary.

**** NOTE: THE SCHOOL DISTRICT ASSUMES NO RESPONSIBILITY FOR ANY USER GROUP OR FOR THE APPROVED ACTIVITY**

DEER LAKES SCHOOL DISTRICT FACILITY RENTAL FEES

<u>AREA</u>	<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>
High School Auditorium	\$0/hr	\$0/hr	\$300/hr
		(*Price includes Custodial Services and Technical Support)	
High School Stadium (w/o lights)	\$0/hr	\$0/hr	\$200/hr
High School Stadium (with lights)	\$0/hr	\$0/hr	\$400/hr
Middle School Field	\$0/hr	\$0/hr	\$100/hr
High School Gymnasium	\$0/hr	\$0/hr	\$100/hr
Middle School Gymnasium	\$0/hr	\$0/hr	\$75/hr
East Union Gymnasium	\$0/hr	\$0/hr	\$50/hr
Curtisville Gymnasium	\$0/hr	\$0/hr	\$50/hr
Pool ^(a)	\$0/hr	\$0/hr	\$150/hr
Baseball Field	\$0/hr	\$0/hr	\$100/hr
Softball Field	\$0/hr	\$0/hr	\$100/hr
High School Cafeteria	\$0/hr	\$0/hr	\$50/hr
High School Cafeteria and Kitchen ^(c)	\$0/hr	\$0/hr	\$75/hr
Middle School Cafeteria	\$0/hr	\$0/hr	\$25/hr
Classroom	\$0/hr	\$0/hr	\$25/hr

Additional Custodial Services ^(b)	per Custodian	\$50/hr
Food Services ^(c)	per Cafeteria Staff	\$35/hr
Security Services ^(d)	per Security Staff	\$15/hr

- a. Must have a Certified Life Guard when using the swimming pool.
- b. Custodial Services may be assigned to certain events depending on the facility in use and the number of attendees. Additional time may be incurred beyond the event duration for preparation and clean up.
- c. Food Services will be assigned when using the High School kitchen. (No other kitchen is available for rental.)
- d. **Groups 2 and 3** are required to use Deer Lakes School District Security. The Deer Lakes Administration will make the final determinations regarding the necessary security staffing.

GROUP 1: Deer Lakes School District sponsored groups

GROUP 2: School affiliated groups (e.g. LPEP, booster organizations, community youth organizations, etc.)

GROUP 3: All other groups/individuals

***** *Group classification will be determined by Deer Lakes Administration.*

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