

Lone Rock Application to Use School Facilities

Name of Requesting Organization: _____ Date: _____

Applicant's Name: _____ Phone: _____

Billing Address: _____ City, State & Zip: _____

Event Information

<p>School Name or Facility: _____</p> <p>Date of Event: _____ Time: _____</p> <p>Purpose of Event: _____</p> <p>Has Certificate of Insurance been secured? Yes ____ No ____</p> <p>Room(s)/Area Being Used: _____</p> <p>Group Size: _____ Room/Area Capacity _____</p>	<p style="text-align: center;"><u>If Large Crowd is Anticipated</u> (All Boxes Must Be Checked)</p> <p>User Group <input type="checkbox"/> Supervision Provided. # Supervisors: _____</p> <p>Security /Safety <input type="checkbox"/> Safety Officer(s) Appointed, Name _____ <input type="checkbox"/> Parking Lot Attendant(s) Appointed. <input type="checkbox"/> Parking Lot is Big Enough for Anticipated Crowd. <input type="checkbox"/> Room Capacity is Big Enough for Anticipated Crowd.</p>
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Kitchen Information

(needed two weeks prior to event) Do you need use of the kitchen for the activity? Yes ____ No ____

What are you expecting our staff to do?	Who are the production and clean up staff?	What are you serving?
What are the times the kitchen is needed?	What storage/kitchen equipment is needed?	

A \$100 deposit must be attached to ALL applications for facility use. This application will not be processed and added to the calendar if deposit is not attached. If no custodial fees are assessed, the check will be returned.

Facilities User Group Descriptions

Hourly Fees

All groups will be charged \$35.00/hour if custodial services are needed. Fees may include but not limited to: emptying trash cans, sweeping, mopping floors, and wiping off surfaces
Please print and fill out a facility check list for the area you are using

Group A – Student Educational Activity Groups

Lone Rock School District sponsored student educational activities including curricular and co-curricular groups and activities (i.e.; athletics, dances, before and after school programs, PTA, etc.) Group A has first priority.

Group B – Allied Schools Groups

Organizations whose main purposes are to promote the welfare of Lone Rock School District students (Booster Club, Boy Scouts, 4-H, employees of Lone Rock, etc

Group C – Public/Community Groups

Organizations or groups which might wish to use school facilities for lectures, activities, Adult Ed, religious functions, rallies, entertainment, college courses or other activities where rental is of a public-hall nature. (Adult Ed- 2% of their specific budget will be transferred into facility)

Group D – Other Groups

Club sports/activities, commercial businesses, private interest and for-profit entities.

	Group A	Group B	Group C	Group D
Classroom	\$0	\$0	\$20	\$35
Multi-Purpose Room	\$0	\$0	\$25	\$45
Kitchen	\$0	\$0	\$15	\$30
Outdoor facilities/grounds	\$0	\$0	\$45	\$75
Classroom	\$0	\$0	\$20	\$35
Gym	\$0	\$0	\$45	\$75

For additional information please call our office at 777-3314

I hereby certify, on behalf of my organization, that I shall be personally and severally responsible for any damage or unnecessary abuse of school buildings, grounds or equipment growing out of occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations of the Lone Rock School District governing the non-school use of buildings, grounds and equipment, as printed on the reverse of this form. We hereby agree to hold Lone Rock School District harmless for any claims arising on the premises at the time of our occupancy of same or arising out of the event held by us.

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF ADMINISTRATOR	DATE
SIGNATURE OF HEAD CUSTODIAN	DATE
TOTAL CHARGE	