



Lac du Flambeau Public School
"Where Every Day is a Great Day to Be a Warrior!"

2899 Highway 47
Lac du Flambeau, WI 54538
715-588-3838
Fax 715-588-3243

FACILITY USE REQUEST

Requests should be submitted at least TWO WEEKS prior to the requested dates.

Internal Request _____
External Request _____

Request Approved _____
Request Denied _____

On-going (year-round) activities must submit applications as requested. If there are specific maintenance requests and/or equipment needs, please complete the attached work request form. If your event/activity is cancelled, please contact the District Office as soon as possible at 715-588-3800, extension 300. PLEASE NOTE THAT NON-SCHOOL RELATED ACTIVITIES MAY NOT BEGIN BEFORE 3:30 PM DURING THE WEEK.

Today's Date _____

Name of Event _____

Purpose of Use _____

Date(s) and Times(s) _____

**Organization _____

**Responsible Person _____

**Phone Number _____

**Cell Phone Number _____

**Address _____

**City/ZIP _____

**FAX _____

**Email _____

Insurance Information

**Insurance Carrier (liability) _____

**Agent/Address _____

A current certificate of liability insurance must accompany this application or be on file in the District Office before request is approved. Insurance waiver forms are available in the District Office.

**Please list all chaperones/supervisors that will assist during the event/activity:

Is this a reoccurring event/activity? _____

Estimated attendance _____

Is the activity primarily for LDF School? _____

Is this a charitable organization or non-profit? _____

Will a fee be charged for admission? _____

Facility Requested – Please check

Auditorium _____
Basketball Courts _____
Cafeteria _____
Concession Stand _____
Classroom _____ Room # _____
Computer Lab _____ Room # _____
Large Gym _____ Small Gym _____
Library _____ Locker Rooms _____
Music Room _____
Tennis Courts _____
Track/Football Field _____

If multiple rooms are needed, please explain how each room will be used _____

Technology Assistance Request

Chairs # _____ Tables # _____
Computer/Projector _____
PA System _____
Other Requests _____

DIRECTOR OF BUILDING AND GROUNDS

Questions and concerns regarding requested Facility Use:

Director of Building/Grounds initials _____

****INFORMATION REQUIRED****

The School Board recognizes that school facilities belong to the community. Therefore, the Board shall encourage the use of school facilities by groups and organizations whose purpose and objectives contribute to the school or community, at times when the facilities are not required for school purposes. Facilities shall not be available for use by individuals (e.g., for weddings, celebrations, wakes, or funerals) except in unique circumstances at the discretion of the Superintendent and Board. In all instances, public school educational programs and activities shall have priority use of school facilities.

Fees may be charged for non-school use of facilities. The Board directs the Superintendent to prepare a schedule of fees for the use of school facilities. The schedule shall be presented to the Board for approval and shall be reviewed periodically by the Board.

Requests for the use of school facilities may be made through the District Office in accordance with established procedures. Any group, organization, or individual using school facilities shall be required to abide by all facility use regulations.

Weather/Cancellations

In the event that the district cancels school and/or all Lac du Flambeau Public School co-curricular and extra-curricular events/activities:

1. Any and all non-school-sponsored events/activities with minors as primary participants are also cancelled.
2. Non-school-sponsored events/activities with adults as primary participants (e.g., LCO College classes, meetings, concerts) may be held at the discretion of event/activity organizers. The facilities coordinator will contact the organizer to notify him/her of the district's cancellation of other school-sponsored and non-school-sponsored events/activities. The facilities coordinator will also ask about the intentions of the adult event/activity organizer regarding cancellation. Following any cancellation, Lac du Flambeau Public School will attempt to honor any request for re-scheduling of an event/activity.

Regulations governing the use of school facilities are as follows:

1. Food and beverages shall be allowed in specified areas only.
2. The use of tobacco products is prohibited in the school building and on school grounds.
3. The possession or use of alcohol or controlled substances in the school building and on school premises is prohibited.
4. Users shall be allowed access to approved areas only.
5. Fire lanes are to be kept open.
6. Conduct must be appropriate for an educational facility.
7. Children must be supervised at all times.
8. School equipment must be placed in the proper storage area after use. The user shall be charged for missing or damaged equipment.
9. At the end of the activity, the custodian in charge will inspect premises and report any damage.

The above rules must be followed. Please read them carefully so that there is no misunderstanding between yourself and the district.

If approval is granted, ****** _____ (group, organization, or individual name) shall be responsible for the payment of fees in accordance with established guidelines and the reimbursement for any damage or vandalism to facilities or equipment and theft of school and/or personal property occurring during the activity. I am authorized to sign for the acceptance of the above-stated responsibility. By this waiver, I assume any risk, take full responsibility, and waive any and all claims of personal injury, including bodily injury, personal property damage and/or death relating to all activities associated with the district, including but not limited to use of its facilities, equipment and property. The group, organization, or individual will hold members of the school district harmless from any liability.

The undersigned has been given authority to act for and shall be responsible for the user making application. He/she shall see that the facilities are not misused or abused, that there is proper adult supervision at all times, that the facilities are used in conformity with all policies and regulations of the Board and that all other terms of the user agreements are followed. In addition, he/she agrees to assume responsibility to care for district equipment and property while participating in the activities. This includes, but is not limited to, proper use of equipment, returning the equipment to its designated storage area, and the securing of both the area where activities occurred and the building.

The undersigned understands and agrees that this contract/permit does not establish an employer-employee relationship between the user and the District; that the event is not a school-conducted or school-sponsored event and that the school will not exercise any physical or other control over the operation of the event other than those already spelled out in the agreement and the Board policies. It is further understood that in consideration of the facilities made available to the user, the user agrees to indemnify and save the District harmless against all claims, suits, demands, orders, judgments, or other forms of liability as shall arise out of or by reason of action taken or not taken by the District under this contract, including but not limited to, damages and costs for which the District may be found liable, as well as reasonable attorneys fees and costs necessary to defend the interest of the District. It is further agreed that this indemnification and hold harmless agreement shall apply even if injuries or other damages are caused in whole or in part by acts of negligence by agents or employees of the District.

****** _____
Signature

Date

Superintendent Approval

Date

****SIGNATURE/INFORMATION REQUIRED****

