

APPLICATION FOR USE OF SCHOOL FACILITIES - Facility application must be submitted 14 days in advance of activity.

Request is hereby made by the undersigned for the use of school facilities as indicated.

SCHOOL Lucerne Elementary Facility _____

Date(s) _____ Hours _____

Nature of the group is _____
(Educational/Economic/Artistic/Political/Moral)

Purpose of Meeting _____
(Business Meeting/Recreation/etc.)

Expected Attendance _____ An admission fee, collection or solicitation of funds
will _____ will not _____ Amount _____

The net proceeds will be used for _____

Equipment and/or services required _____

1. We hereby certify that we shall be personally responsible on behalf of our organization for any damage or unnecessary abuse of school buildings, ground or equipment growing out of the occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations of the Lucerne Elementary School District governing the non-school use of buildings, grounds, and equipment, and to pay any charges prescribed by said rules and regulations.
2. We agree to give the Lucerne Elementary School District NOTICE OF CANCELLATION of any meeting at least one working day before the meeting is scheduled, and agreed to pay all charges levied because of failure to so notify.
3. The undersigned states that, to the best of his knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime. I certify (or declare) under the penalty of perjury that the foregoing is true and correct.
4. We shall indemnify and hold harmless the Lucerne Elementary School District, its Board of Education and the individual members thereof, and all district officers, agents, and employees, individually and collectively, from and against all costs and losses, all claims demands, suits, actions, payments and judgements arising from personal injuries or otherwise, brought or recovered against any of the above, that may arise or be alleged to be caused by our use or occupancy of District facilities, furniture or equipment, including any and all expense, legal or otherwise, incurred by the District or its representatives in the defense of any such claim or suit.

5. If indicated below, we agree to obtain public liability insurance naming the Lucerne Elementary School District et al as additional insured.
6. NOTICE: Special setup arrangements of the facilities should be made with the district office and attached hereto.

NAME OF ORGANIZATION _____

NAME OF REPRESENTATIVE _____

TITLE _____ PHONE _____

ADDRESS _____

Date of Application _____

Applicant's Signature _____

The District will notify the applicant within 14 days of the request if the request is approved or disapproved. Until notified, the applicant does not have authorization to use the facility.

District Office Use Only

Charges: _____

Designee's Signature _____

Approved _____ Disapproved _____

Insurance _____ Yes _____ No

DISTRIBUTION: Original - Business Office Copy - Applicant, School Site, Custodian

Facility Use Category

_____ #1 No Charge - directly related to student activities

_____ #2 Direct Cost - non-profit, non-student related

_____ #3 Direct Cost/Custodian Cost - profit, non-student related

Fee Schedule for Use of Facilities

* \$12.00/hour for classroom or library

* \$21.75/hour for multi-purpose room

* \$15.27/hour custodian fee