

Facilities Use Community Message

The Loogootee Community School (LCS) District's facilities are available for rent to community members. Rental spaces include gyms, media centers, LHS auditorium and school commons/cafeteria areas. Facilities may be reserved through Brenda Mathies at bmathies@loogootee.k12.in.us or 812-295-2595.

The facilities use fee that is charged covers general maintenance, upkeep, refurbishing of equipment, custodial supplies, utilities, and any repairs associated with use that are needed to insure the LCS facilities are kept safe and updated for our students and potential renters.

Priority use is given to school programs, school sponsored athletic/activity groups and school support organizations within the LCS district.

Procedure for Renting Facilities:

1. Contact the LCS Superintendent's Office at the email or phone number listed above. Please provide the preferred facility area, date and duration of use when making availability and cost inquiries. Facility fees are posted at <https://www.loogootee.k12.in.us/Content2/210>
2. Complete a **Facility Use Reservation Form** and submit to the LCS Superintendent's Office via email to Brenda Mathies: bmathies@loogootee.k12.in.us, or fax to 812-295-5595 or mail to:
 - a. Brenda Mathies, Loogootee Community Schools, 201 Brooks Ave, Loogootee, IN 47553
3. The District requires a **Certificate of Liability** for anyone using District property. The general liability insurance must not be less than one million (\$1,000,000) per occurrence. Loogootee Community Schools must be named as Certificate Holder. Higher limits may be required depending on the event. Failure to submit a Certificate of Liability at least one month prior to an event may invalidate the Facility Use Reservation Form (found on the LCSC website).
4. After the Facility Use Agreement Form is received by the LCS Superintendent's Office, if available and if appropriate, the use will be booked and confirmed with the renter.