

LOGOOTEЕ COMMUNITY SCHOOL CORPORATION

Facility Use Form

*This form must be completed and submitted to the Central Office for approval **three weeks prior** to the date of requested use. A signed copy authorizing use of the requested facility will be returned to the applicant prior to use of the facility.*

Name of Organization: _____ Date: _____

Contact Person: _____ Phone: _____

Date(s) of Use of Facility _____
(include practice dates if needed)

Beginning and Ending Time: _____ Total Hours: _____

Facilities Requested: _____

Description of Activity: _____

Facility/Technology Needs: Mic/PA Video Projector Stage Lighting Scoreboard
 Podium Screen Stage Sound
Other _____

Statement of Estimated Charges: (to be completed by the school)

Rental Fee: \$ _____ Custodial/Security Fee: \$ _____ Tech Personnel Fee: \$ _____

Supervisor Fee: \$ _____ Gym/Tech Tech Fee: \$ _____

Total Fees: \$ _____ (Make checks payable to "Loogootee Community Schools")

NOTE: The Loogootee Community Schools will not be responsible for injuries, thefts, or any legal actions from the use of school facilities by rental. Any liability which may be involved shall be assumed by the rental organization of individual. Rental organization or individual is required to provide a certificate of liability of insurance in the amount of no less than \$1,000,000 with the application. In some cases, signatures of all participants or their guardians releasing Loogootee Community School Corporation from liability may be accepted in lieu of liability insurance.

Approved by:

Superintendent

Date Approved by Superintendent

Sound and Light Technician

Date form returned to organization

School Use Only:
Supervisor or School Personnel Working: _____
Custodian or Security (who will open and close facility) _____
Special Notes: _____
