

**Lanier High School
FACILITY USE AND ACTIVITY CALENDAR REQUEST**

Name of Activity _____

Usage Dates _____ Days of Week _____

Facility to be used _____ # Participants _____

Organization using Facility _____

Responsible Person(s) _____

Name	Phone	Email

Time Beginning _____ Time you need to enter the facility _____ Ending _____ 1 hour min added for cleanup and securing building

Furniture setup needed (attach diagram)

Please list any special equipment requirements. If the facility is to be changed in any way, we must be advised beforehand. Requests must be made in advance and in writing at least five school days prior to the use date.

<u>Additional Equipment</u> (available at high school only)	<u>Cost</u> (non-school functions)
<input type="radio"/> Cafeteria Sound System/Use of theater LCD	\$10 per day
<input type="radio"/> Theater Sound System and/or Stage Lighting	\$25 per day (*technician required)
<input type="radio"/> *Technician availability is based on schedule.	\$22-27 per hour
<input type="radio"/> Custodial Service Fee	\$35 per hour (4 hour minimum)
<input type="radio"/> Security Fee	\$50 per hour (3 hour minimum)

NO FOOD OR BEVERAGES ARE ALLOWED IN ANY AREA EXCEPT THE COMMONS AREA!!

Requirements for use of facility:

- Event cannot conflict with school functions
- Non-school functions must have a signed contract and appropriate insurance
- General liability insurance in the amount of no less than \$1 million is required
- A certificate of insurance must be provided at the time the contract is drafted

I understand that I am responsible for any furniture or equipment that I use, as well as, any additional custodial/security services that are incurred by my use of a Lanier Cluster facility.

Date of Request

Signature