



Hinsdale County School District RE-1: Building and Facility Use Request Form

* All requests must be submitted directly to the Superintendent

Organization: _____

Type of Organization: _____

Contact Person: _____

Billing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

(All contracts/invoices will be sent via email. Please make checks payable to LCCS.)

Room(s)/Field(s) Requested: _____

Activity Name: _____

Number of Attendees: _____

Equipment/Set-up Needed: _____

Insurance Name: _____

Proof of insurance is required with application.

***Please review time carefully. All time will be billed without 24-hour cancellation notice to the school.**

Dates and Times Requested

Date	Day	Set-Up Time	Event Start Time	Event End Time	Teardown Time

Office Use Only

Date Received: _____

Proof of Insurance submitted? Y N

Will security be required? Y N

Will a custodian be required? Y N _____ # of hours custodial time billed to user

Will a staff member be required? Y N

Name of approved District employee responsible for facility if no custodian on duty: _____

Restrictions: _____

____ Approved _____ Disapproved

Superintendent Signature: _____

Facility 20-21 Fee Schedule	Group 1 School Affiliated Groups	Group 2 Community Sponsored Groups	Group 3 Private, and other non-profit groups (That do not meet the criteria in Category 2)	Group 4 Commercial Organizations
Stage and equipment		\$15/hour	\$30/hour	\$53/hour
Gym		\$15/hour	\$30/hour	\$58/hour
Weight Room		\$15/hour	\$31/hour	\$58/hour
Cafeteria		\$16/hour	\$26/hour	\$52/hour
Classroom/per room		\$12/hour	\$16/hour	\$28/hour
Library		\$14/hour	\$22/hour	\$39/hour
Fields		\$15/hour	\$24/hour	\$52/hour
Tennis Courts		\$10/hour	\$10/hour	\$20 /hour
Equipment				
DVD players/Monitors		\$40/day	\$40/day	\$40/day
Sound systems/Podiums		\$30/day	\$30/day	\$30/day
Stage Lighting		\$60/day	\$60/day	\$60/day
Other AV Equipment		\$30/day	\$30/day	\$30/day
Custodial/Staff Overtime		\$35/hour	\$35/hour	\$35/hour
Custodial/Staff Holiday Overtime	\$35/hour	\$60/hour	\$60/hour	\$60/hour
Whole Building Rental	\$60/hour	\$600/day with \$500 security deposit	\$600/day with \$500 security deposit	\$600/day with \$500 security deposit

Adopted April 23, 2020 (Revised November 17, 2022)