



### REQUEST FOR USE OF FACILITY

Name of Organization \_\_\_\_\_ Person in charge of activity \_\_\_\_\_  
If you are an **OUTSIDE ORGANIZATION** we need a copy of your **LIABILITY INSURANCE** with this request.

Please check one:  Profit Organization  Non-Profit Organization Tax I.D. # \_\_\_\_\_

Address of Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Activity \_\_\_\_\_ From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM  
Times of Activity (Circle AM or PM)

Nature of Activity \_\_\_\_\_

Approximate Number of People Attending \_\_\_\_\_ Will admission be charged? \_\_\_ yes \_\_\_ no

Building and Room(s) Requested (i.e., LHS Auditorium, Thomas Ewing Cafeteria, etc.) \_\_\_\_\_

\*Facility set-up required: (indicate number)

\_\_\_ Blackboard \_\_\_ Chairs \_\_\_ Podium \_\_\_ Projector \_\_\_ Tables  
\_\_\_ P.A. System (\$10.00 charge) \_\_\_ Piano (\$10.00 charge) \_\_\_ Grand Piano (\$25.00 charge)  
\_\_\_ Other, please specify; attach additional pages as necessary \_\_\_\_\_

Further explanation if necessary (include information such as need of plan for clean-up, chaperones, security, decorations, outside entertainers, etc.) \_\_\_\_\_

**Cancellation Notice:**

*The Lancaster City Board of Education reserves the right to deny the use of the facility or to cancel a scheduled activity if the performance, entertainment or activity engaged in by the organization using the facilities is found objectionable in the opinion of the school authorities, or if proper supervision and control of the audience is neglected by the organization using the facilities. All organizations using school facilities must give the Lancaster Board of Education notice of cancellation 24 hours prior to the event. If preparation of food by our Food Service Department is also scheduled, the organization must notify Food Service (687-7350) at least one week prior to the date of the event.*

**In the event of a Level 2 Weather Emergency, ALL scheduled activities will be cancelled. NO EXCEPTIONS!!**

Signature (Person in charge of activity listed on top of page) \_\_\_\_\_ Date \_\_\_\_\_

**Calculation of Fees:** See backside of form

Estimated Custodial Fees: \_\_\_\_\_ Rental Fees: \_\_\_\_\_ Total Estimated Fees: \_\_\_\_\_

The party applying for the use of a school building shall agree to indemnify the district for any and all damage of the school or other property by any person or persons attending the affair, and likewise to indemnify the district against all liability for any and all damages to any person or persons for injuries, including death.

**FINAL APPROVAL:**

Principal/Supervisor of the requested Building: \_\_\_\_\_ Date \_\_\_\_\_

Agent of the Lancaster Board of Education \_\_\_\_\_ Date \_\_\_\_\_

Form BG-1 Rev. 3/07