

**FACILITY USE AGREEMENT
NORTH LAKE SCHOOL DISTRICT
P.O. Box 188
North Lake, WI 53064**

This form must be completed in its entirety and submitted to North Lake School at the above address for approval. A signed copy authorizing the use of the requested facility will be returned to the requesting party prior to the use of such facility.

1. Name of organization requesting facility _____
_____ In-district based _____ Out of district based

2. If the requester seeks to use the facilities for the discussion of public questions:

How will the facilities be used for the discussion of public questions? Explain:

3. Specific date(s) requested _____

4. Time of day requested: from _____ to _____

5. Area of use _____

6. Number to be accommodated (total participants) _____

7. Special equipment needed - *circle all that apply*: TV **VCR-DVD** Projection equipment Sound equipment other _____

8. Will food be present? yes/no (explain) _____

9. Admission or fee charged to participants \$ _____ each participant

10. Other special instructions _____

11. Liability and property damage insurance carrier _____

_____ (CERTIFICATE OF INSURANCE SHOULD BE ATTACHED)

(continued)

12. The undersigned applicant agrees:

- * to abide by all rules and regulations adopted by the Board of Education governing the use of building and grounds and to see that same are carried out and obeyed by others;*
- * to assume responsibility for and to make good any damage to the building or equipment during the period of use;*
- * to strictly enforce the school policy forbidding any use of alcohol, tobacco, and/or drugs in the schools or on the school premises;*
- * to be responsible to see that all children (including minor ages) are supervised at all times and that they remain in their designated area;*
- * to be responsible for your own set-up and clean-up;*
- * and to indemnify, agree not to sue, and forever save harmless the Board of Education and its officers, agents, and employees from any and all claims whatsoever kind, nature or description arising out of the use of any of the school facilities controlled by said Board, pursuant to the foregoing application or any modification thereof.*

13. Signature of Responsible Party _____
_____ Resident _____ Non-Resident

Day Phone # _____ Evening Phone # _____

Address _____

AUTHORIZATION STATEMENT: You are authorized to use the facilities requested subject to the limitations defined on the reverse side of this agreement and by established Board of Education policy.

Room/Area Assigned _____

Fee Assigned \$ _____ (will be assigned in accordance with Board Policy)

Other comments _____

Denial statement _____

AUTHORIZED BY/DATE