



FACILITY USE FORM (Board Policy 7510)
NORTH LAKE SCHOOL DISTRICT
P.O. Box 188
N75W31283 Hwy V V
North Lake, WI 53064

This form must be completed in its entirety and submitted to the North Lake School District at the above address for approval, or emailed to fienin@northlakeschool.org. 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. Purpose of facility use: _____

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: _____

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

(Food or beverage are not permitted in the Library unless explicit written permission is granted by the North Lake School District on this form)

9. Other special instructions: _____

10. Liability and property damage insurance Carrier: _____

(CERTIFICATE OF INSURANCE MUST BE PROVIDED WITH FACILITY USE FORM)

