



**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 [apehea@northlakeschool.org](mailto:apehea@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      \_\_\_\_\_ Non-Profit Based

2. Purpose of facility use: \_\_\_\_\_

3. Specific date(s) requested: \_\_\_\_\_

4. Time of day requested: from \_\_\_\_\_ to \_\_\_\_\_

5. Area(s) of use: \_\_\_\_\_

6. Number to be accommodated (total participants): \_\_\_\_\_

7. Special requests or 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 instructions: \_\_\_\_\_

10. Liability and property damage insurance Carrier: \_\_\_\_\_

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

## 11. 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.

12. Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ North Lake School District Resident      \_\_\_\_\_ Non-Resident

Best phone contact number: \_\_\_\_\_

Responsible Party address: \_\_\_\_\_

Responsible Party email: \_\_\_\_\_

-----**North Lake School Office Use Below**-----

Room/Area Assigned: \_\_\_\_\_

## Hourly Fee Schedule

Hourly Fee for Facility Use: \$30.00/hour/space \_\_\_\_\_

Other fees assigned by event: Staffing \$30.00/hour \_\_\_\_\_

Maintenance \$25.00/hour \_\_\_\_\_

Equipment Use \$25.00/hour \_\_\_\_\_

Other comments: \_\_\_\_\_

Denial statement: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED BY (North Lake School use)\_\_\_\_\_  
DATE

AUTHORIZATION STATEMENT: You are authorized to use the facilities requested subject to the limitations defined in this agreement and by established North Lake School District Board of Education Policy #7510.