

Rental of Facilities/Buildings Particulars

Date/s of the actual Event _____ Set up time: _____ Event time: _____

Set up date/s if applicable: _____

Please note: The following contact information is listed so your organization can have all equipped for your event ahead of time. The school does not staff personnel on Saturdays or Sundays, but if something comes up please utilize the contacts below as needed. Thanks

School = M-F, 7:30am – 4:00 pm = office hours Numbers = HS = 847-4455, ELEM = 847-4464

Administration's Cell = Tim 203-1754, Kristi C 860-4223, Kristi O 860-0164, Dana 530-0070

Janitors = M-F, 7:00am – 4:00pm, Shellie 861-9893, Patricia 860-0107, Tony 520-4707

Kitchen = M-F 7:00am-2:00pm, Lisa 203-1831, Mary 860-1208

	<u>Rental Fee:</u>	<u>Commercial</u>	<u>Non-Profit</u>		
Circle using:	Gymnasium (each)	\$100.00	\$70.00	Auxiliary	Main
	Lunch Room	\$20.00	\$20.00		
	Kitchen	\$30.00	\$30.00		
	Crow's Nest	\$20.00	\$20.00		

Payable to Lake Preston School: **Total Amount:** _____

Please fill out the following for your event, Thanks. (Please plan on your group setting this up)

1. Contact person in charge of event: _____
2. Contact number of person in charge of event: _____
3. Do you need a key or access card? _____ What door key/card do you need? _____
4. Do you need a key to the coach's office? _____ Which one? _____
5. Do you need scoreboard and scores bench set up? _____
6. Do you need bleachers? _____ Which ones? _____
7. Do you need PA system? _____ Includes music and microphones? _____
8. Do you need tables? _____ How many? _____ Where? _____ (yourself)
9. Do you need chairs? _____ How many? _____ Where? _____ (yourself)
10. Do you need mops/brooms/cleaning equipment? _____
11. Do you need the stage _____
12. Do you need locker rooms? _____ Which ones? _____
13. Do you need classrooms? _____ Which ones? _____
14. Do you need Tech/projector/screen? _____
15. Do you need extension cords/power strips? _____
16. Do you need spotlight? _____ Where? _____
17. Do you need a podium? _____ Where? _____
18. Do you need sports equipment? _____ What? _____
19. Do you have any other expectations for this event? _____ What? _____
20. It is your organizations responsibility to clean up after your event so we can have school the next day.