

# Request for Facility Use & Agreement

DATE \_\_\_\_\_

It is hereby agreed that the Lake Preston School District, party of the first part, agree to rent to \_\_\_\_\_, party of the second part, the following listed school facilities for (purpose):

\_\_\_\_\_ at the time and dates listed below:

Facilities	Date(s)	Hour(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

It is further agreed that the cost for the above facility will be \$\_\_\_\_\_ and shall be tendered to the School District Business Manager.

By signing the facility use agreement, the individual assumes all responsibility and liability for any injury to persons, damage to school facilities or school personal property that may result from use of the facility and agrees to indemnify and hold the Lake Preston School District, its agents, and employees harmless from and against all claims and expenses for it, including attorney fees.

The party of the second part further agrees to abide by all rules and regulations for the use of the school facilities. It is the responsibility of the renter to clean all facilities used after the conclusion of the event.

Agreed to and signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ORGANIZATION

LAKE PRESTON SCHOOL DISTRICT

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Revised 10-12-22

*The District reserves the right to rescind any permission previously granted for the use of school facilities, without liability to the District, Board of Education and individual school board members, and District employee's, should such action be deemed necessary or desirable in the sole discretion of the District for a legitimate reason and provided such reason is not discriminatory in nature (i.e., based upon race, religion, gender, disability, and such other discriminatory classifications established by the federal government or State of South Dakota).*

## Rental of Facilities/Buildings Logistics

Date/s of the actual Event \_\_\_\_\_ Event time: \_\_\_\_\_

Set up date/s if applicable: \_\_\_\_\_ Set up time: \_\_\_\_\_

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. The user shall be held fully responsible for the proper use of the building facilities. The conduct of the persons in attendance and the scheduling of the activities within the time limit of the permit will also be the responsibility of the authorized user.

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

Administration's Cell = Dana 530-0070, Jordan 929-3693, Kristi C 860-4223, Kristi O 860-0164

Janitors = Scott 690-1604, Shellie 861-9893, Patricia 860-0107      Kitchen = 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		

Payable to Lake Preston School: **Total Amount:** \_\_\_\_\_

Please fill out the following for your event. (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 scoreboard and scores bench set up? \_\_\_\_\_
5. Do you need bleachers? \_\_\_\_\_ Which ones? \_\_\_\_\_
6. Do you need PA system? \_\_\_\_\_ Includes music and microphones? \_\_\_\_\_
7. Do you need tables? \_\_\_\_\_ How many? \_\_\_\_\_ Where? \_\_\_\_\_ (yourself)
8. Do you need chairs? \_\_\_\_\_ How many? \_\_\_\_\_ Where? \_\_\_\_\_ (yourself)
9. Do you need mops/brooms/cleaning equipment? \_\_\_\_\_
10. Do you need the stage? \_\_\_\_\_
11. Do you need locker rooms? \_\_\_\_\_ Which ones? \_\_\_\_\_
12. Do you need classrooms? \_\_\_\_\_ Which ones? \_\_\_\_\_
13. Do you need Tech/projector/screen? \_\_\_\_\_
14. Do you need extension cords/power strips? \_\_\_\_\_
15. Do you need spotlight? \_\_\_\_\_ Where? \_\_\_\_\_
16. Do you need a podium? \_\_\_\_\_ Where? \_\_\_\_\_
17. Do you need sports equipment? \_\_\_\_\_ What? \_\_\_\_\_
18. Do you have any other expectations for this event? \_\_\_\_\_ What? \_\_\_\_\_
19. Will you be consuming alcoholic beverages on school property? \_\_\_\_\_
20. If yes to question #19, do you have liability protection for the consumption of alcoholic beverages by all individuals at the proposed activity? \_\_\_\_\_ Attach copy. \_\_\_\_\_ (Initial)
21. If yes to question #19, do you have the necessary municipal, county, and state permits to consume/serve alcohol? \_\_\_\_\_ Attach copy. \_\_\_\_\_ (Initial)
22. If yes to questions #19, will the event still be held in this facility if the consumption of alcohol is denied? \_\_\_\_\_
23. It is your organizations responsibility to clean up after the event. \_\_\_\_\_ (Initial)