

Please use LPS Archibus  
for all Facility Use Application Needs  
<http://lps.org/go/archibus>

- 1. Name of Facility
  - 2. Organization
  - 3. Applicant
  - 4. Address
- If permit is granted

Applicant's Signature

Date

Applicant by signing below agrees to all additional terms and conditions of use as set forth below and on the following page which are hereby incorporated herein by this reference as though set forth in full. You should read these carefully. Your signature on this application signifies you have read and agree to all such terms and conditions. If permit is granted, applicant agrees to assume total liability for all damages or injury to persons or property by reason of such facility use. Applicant further agrees to and does hereby indemnify the school district from and for any claims, demands, losses, injuries or damages to persons or property which may be sustained by reason of the use of the approved facilities together with reimbursement for any legal fees or costs incurred as a result of any such claim or demand.

**READ CAREFULLY**

The above is hereby authorized to use the facility specified and agrees to conform to school district policies and regulations. The above also agrees to be responsible for the actions of participants during the period approved for use and accepts full responsibility for any damage to school property as a result of this use.

- A. Users may be charged a user fee after use of the facility. Charges are determined by the room's rented and how many hours of overtime and how many custodians are used for an activity. If you have a question about possible overtime charges-direct those questions to building staff.
- B. Permit is only valid if signed by building principal and administrator.
- C. Parent teacher associations using the building for fund raising purposes must confine the activities of the event to the area designated on this permit.
- D. Only soft soled shoes are permitted on gymnasium floors.
- E. Schools may not be available on nonschool days. You'll need to check with building principal.
- F. Schools will NOT be available to outside groups (including rentals) on District Closure and School Closure days.

**NO SMOKING IS PERMITTED IN SCHOOL BUILDINGS OR ON SCHOOL GROUNDS AT ANY TIME.**

Facilities needed-specify room number(s), date(s) and time(s)

Date	Day	Time		Room
		From	To	

Facilities are available as requested.

1. Activity for which facility is requested (over appropriate)

- Youth  Adult
- Athletic or Recreation
- Instructional Class
- Performance or Rehearsal
- Organization Meeting
- Social Function
- Fund Raiser
- Equipment Request (list)
- Lifeguard (name, address, phone)
- Other

- 2. Will admission be charged?  Yes  No
- 3. Will kitchen be used?  Yes  No
- 4. Certificate of insurance is included  Yes  No
- 5. Special Needs?  Yes  No

Building Principal's Signature