

LUCAS LOCAL SCHOOLS FACILITY USE APPLICATION

NAME OF ORGANIZATION: Lucas Middle School DATE OF APPLICATION: Nov. 21, 22
 DATE(S) APPLIED FOR: December 16, 2022 TIMES: 11:30 - 1:25
 DATE MASTER CALENDAR CHECKED: Nov. 21, 22 EVENT TIME: 12:15 - 1:15
 PURPOSE OF MEETING: Middle School (Grades 6-8) Spelling bee

LOCATION DESIRE:

ELEMENTARY SCHOOL

MIDDLE SCHOOL

HIGH SCHOOL

Cafeteria
 Classroom
 Lounge
 Other

Gymnasium * Diagram on back
 Classroom
 Library
 Other

Gymnasium
 Classroom
 Library
 Other

RENTAL FEE CHARGES: Fees are established by the Lucas Board of Education. Charges are based upon established rates as approved in Board Policy KG-R, Use of School Facilities that will accompany an approved Facility Use Application.

Rental Rates: _____ Other: _____ TOTAL DUE: _____ TOTAL PAID: _____

Custodial (By request or policy only) Name: _____ Number Needed _____ Number of hours _____

Additional Equipment Needed: 2 microphones - 1 on stand 1 on podium, 1 table 28 chairs
Bleachers pulled.

Information concerning this application: _____

1. This permit is *not* transferable.
2. The applicant assumes complete responsibility for the rented school facilities. These facilities must be secured (doors and windows locked) and must be left in the condition in which they were found. The applicant agrees to pay for any damages to or cleaning of rented facilities in addition to the rental indicated.
3. Fees for the use of school facilities will be payable to **Lucas Local School District**.
4. No custodian will be available unless requested or unless the size of the group would require a custodian as stated in the building usage policy.
5. It should be noted that for a group to be considered LOCAL it must be located in the school district or have a membership composed of **NOT LESS THAN 80% LOCAL residents**. Any group not meeting this requirement will be charged the non-local group rate.
6. Any questions concerning the usage of a building or any special instructions should be directed to the building principal.
7. **PLEASE NOTE:** The school fire alarm system does not activate the Fire Department.
In case of fire: **pull alarm and call 911.**

NAME OF PERSON MAKING APPLICATION: Kari Case

ADDRESS OF APPLICANT: _____ PHONE: _____

SIGNATURE OF APPLICANT: Kari Case

SIGNATURE OF BUILDING PRINCIPAL: Kari Case

CUSTODIAN - Inspect Locker Rooms, Gym, Storage, Stage, Rest Rooms, and Cafeteria
BEFORE _____
AFTER _____ Secure All Doors.

COPIES TO:

- HS-Principal, Secretary,-Teacher-Custodian
- MS-Principal, Office Aide,-Teacher-Custodian
- ES-Principal, Secretary,-Teacher-Custodian
- MAINTENANCE-Supervisor
- MS LIBRARY-/HS LIBRARY
- FOOD SERVICE-Supervisor
- Superintendent
- Technology Coordinator

A SPECIAL SET-UP IS REQUIRED, PLEASE PUT A DIAGRAM ON THE BACK OF THIS FORM

RECEIVED

NOV 21 2022

