

BUILDING USE REQUEST FORM

**INTER-LAKES SCHOOL DISTRICT
MEREDITH—CENTER HARBOR—SANDWICH**

Name of the Group: _____ **Contact:** _____ **Phone #:** _____

Complete Mailing Address: _____

E-Mail Address: _____

School: ILHS _____ ILES _____ SCS _____

Area(s) Requested: Gym _____ Classroom _____

Activity: _____

Cafeteria _____ Library _____

* **Date: (MM/DD/YYYY)** _____

Kitchen _____ Other _____

Event Start Time: _____ **End:** _____

Multipurpose Room _____

Doors - Unlocked: _____ **Locked:** _____

Special Needs:

Chairs # _____ **Tables #** _____ **Other: (Door access, PA, Scoreboard, etc.)** _____

* **For extended use please list all days and times needed:** _____

Rules and Regulations of Building Use:

- School functions have priority over outside activities. Your activity may have to be moved to another location and/or date. If this occurs, you will be contacted.
- School facilities may not be available during school vacations or days when school is cancelled.
- In the event that damage is caused, the group causing the damage will be financially responsible.
- The school does not supply athletic equipment. Obtaining the equipment is the responsibility of the group using the facility.
- The contact person is responsible for notifying the Director of Facilities at 279-5307 between 7:30 am - 2:30 pm at least 24 hours in advance of a cancellation or changes in plans. Should it become necessary for the school to cancel any date, you will be notified as early as possible.
- Groups not affiliated with the school shall provide a Certificate of Insurance before the activity takes place (contact the Director of Facilities at 279-5307 for questions)
- All Inter-Lakes School District buildings and grounds are smoke and substance free environments per ILSD policy.
- Keep our buildings clean—Clean up after yourself or find a custodian to help.
- If you rearrange desks or tables—Please leave the area the way you found it.
- Respect Property—Don't allow anyone to touch or move classroom supplies, resources or personal belongings.
- Law requires that you point our exits and fire exits prior to the start of your event.

For Administrative Use

ILHS—South Parking Lot **open time:** _____ **close time:** _____ **CC: Dir. Of Facilities**

ILHS—Courtyard **open time:** _____ **close time:** _____ **Lead Custodian**

ILES—Gym **open time:** _____ **close time:** _____ **Tech. Dept.**

ILES—Main **open time:** _____ **close time:** _____ **Applicant**

ILES—MPR **open time:** _____ **close time:** _____ **File**

SCS—5/6 Wing **open time:** _____ **close time:** _____ **Others:** _____

SCS—Main **open time:** _____ **close time:** _____