

**LITTLE CHUTE AREA SCHOOL DISTRICT  
CONTRACT FOR USE OF SCHOOL FACILITIES/EQUIPMENT**

Today's Date

Name of Group/Leader  Telephone Number   
 Address of Responsible Official  Number in Group

Date(s) Requested  Time Requested from  to  Event Start Time   
 Event End Time

Use this space to request a facility for multiple dates and times.

Purpose of your request

Please indicate your organizations status  For Profit  Non-Profit Is a copy of your 501C3 on file with the District?  Yes  No  
 Is proof of insurance on file with the District?  Yes  No

**Requested Facilities and Facility Fee Schedule Estimates**  
 (Fees are due to the High School Office prior to the event)

<b>High/Middle School</b>	In District Non-profit	Outside District Non-profit*	All-Profit
<input type="checkbox"/> Classroom	no charge	\$10.00/hr	\$10.00/hr
<input type="checkbox"/> Commons	no charge	\$10.00/hr	\$10.00/hr
<input type="checkbox"/> Kitchen Facilities	no charge	\$10.00/hr	\$20.00/hr
<input type="checkbox"/> LMC	no charge	\$10.00/hr	\$10.00/hr
<input type="checkbox"/> Middle School Gym	no charge	\$20.00/hr	\$50.00/hr
<input type="checkbox"/> Field House	no charge	\$30.00/hr	\$100.00/hr
<input type="checkbox"/> Athletic Field/Track	no charge	\$30.00/hr	\$100.00/hr
<input type="checkbox"/> Auditorium	no charge	\$30.00/hr	\$100.00/hr
<input type="checkbox"/> Cleaning Service	no charge	\$25.00/hr	\$25.00/hr

<b>Elementary School</b>	In District Non-profit	Outside District Non-profit	All-Profit
<input type="checkbox"/> Classroom	no charge	\$10.00/hr	\$10.00/hr
<input type="checkbox"/> Cafeteria	no charge	\$10.00/hr	\$15.00/hr
<input type="checkbox"/> Kitchen Facilities	no charge	\$10.00/hr	\$20.00/hr
<input type="checkbox"/> Multi Purpose Room	no charge	\$10.00/hr	\$20.00/hr
<input type="checkbox"/> Gymnasium	no charge	\$10.00/hr	\$20.00/hr
<input type="checkbox"/> Other	<input type="text"/>		

Organizations may be required to pay a minimum of one hour of custodial cleaning at a rate of \$25.00/hr.

**Equipment Needs**

- |   |                                     |  |  |   |
|---|-------------------------------------|--|--|---|
| <input type="checkbox"/> Basic Microphone     | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Ticket Booth  | <input type="checkbox"/> Podium        | <input type="checkbox"/> Scorers Table  |
| <input type="checkbox"/> Specialized Sound    | <input type="checkbox"/> Video      | <input type="checkbox"/> Dressing Room | <input type="checkbox"/> Set Prep Area | <input type="checkbox"/> Bleachers      |
| <input type="checkbox"/> Basic Lighting       | <input type="checkbox"/> Stage      | <input type="checkbox"/> Choir Room    | <input type="checkbox"/> Technician    | <input type="checkbox"/> Tables/Chairs  |
| <input type="checkbox"/> Specialized Lighting | <input type="checkbox"/> Seating    | <input type="checkbox"/> Band Room     | <input type="checkbox"/> Keys          | <input type="checkbox"/> Setup/Takedown |

Other specialized needs/equip   
 Please note any setup required

**Please save and e-mail the form as an attachment to LCHS Scheduling - lgulbranson@littlechute.k12.wi.us.  
 Include a copy of your Insurance paperwork and non-profit status.**

**OFFICE USE ONLY**

- 501C3 form on file  
 Insurance paperwork on file

Facility Fees   
 Fees Waived   
 Total Fees Due

Building Principal   Approved  Disapproved

Buildings and Grounds   Approved  Disapproved

E-mail completed form to lgulbranson@littlechute.k12.wi.us.