

**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)

High/Middle School	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"/> Cafe	no charge	\$10.00/hr	\$20.00/hr
<input type="checkbox"/> Library	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	\$27.00/hr	\$27.00/hr

Organizations may be required to pay a minimum of one hour of custodial cleaning at a rate of \$27.00/hr.

Elementary School	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"/> Gymnasium	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"/> Other	<input type="text"/>		

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"/> Keys | <input type="checkbox"/> Tables/Chairs |
| <input type="checkbox"/> Specialized Lighting | <input type="checkbox"/> Seating | <input type="checkbox"/> Band Room | | <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 - afletcher@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 afletcher@littlechute.k12.wi.us.