

FACILITY USE REQUEST

L'ANSE AREA SCHOOLS L'Anse, Michigan

Organization: _____
(Print Name)

Requesting Person: _____
(Print Name)

Use Facility For: _____
Name / Title of Event

Phone Number: _____

I hereby request to use:

Email: _____

- Big Gym
- Cafetorium
- Kitchen

- Old High School Gym
- Elementary Gym
- Other: _____

Date(s) Needed: _____ **Time(s) Needed:** _____

Date(s) Needed: _____ **Time(s) Needed:** _____

Date(s) Needed: _____ **Time(s) Needed:** _____

Equipment Requested:

- P. A. System
- Laptop
- Tables/Chairs for _____ person(s)
- Keys / Key Card

- Overhead Projector & Screen
- Internet Guest Access (wireless)
- Other: _____

Supervising Adults: _____

I have received a copy of the policies governing the use of the above facility.

We fully understand and agree to abide by the policies governing the use of the desired facility. It is our responsibility to make restitution for any damages to the building or contents caused by our organization. We will not hold L'Anse Area Schools responsible or liable for any injury received while our organization is using the facility.

Requested By: _____ Date: _____
(Signature)

Charge/s (if any): _____ Kitchen Fee: _____

Approved By: _____ Date: _____
(Administrator Signature)

CC: **Susan Tollefson**, Superintendent
Missy Scroggs, Jr/Sr HS Principal
John Nawrot, Elementary Principal
Mike Roth, Maintenance/Transportation Supervisor

Darrin Voskuhl, Athletic Director
Martin Meleen, Technology
Shelley Bianco, Kitchen