



FACILITY USE REQUEST

L'ANSE AREA SCHOOLS

201 N. 4th Street, L'Anse, Michigan 49946
Phone (906) 524-6000 ~ Fax (906)524-6001

Organization: _____ (Print) Requesting Person: _____ (Print Name)

Use Facility for: _____ (Name / Title of Event) Phone Number: _____

Email: _____

I hereby request to use:

___ Cafetorium

___ Kitchen

___ Board Room

___ Classroom

___ Big (new)Gym

___ 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)

Guest WiFi Voucher: _____ (OFFICE USE ONLY)

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: _____ (Signature) Date: _____

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

Approved by: _____ (Administrator Signature) Date: _____

CC: Susan Tollefson, Superintendent
Missy Scroggs, K-12 Principal
Mike Roth, Maintenance/Transportation Supervisor

Darrin Voskuhl, Director of Student Services & Athletic Director
Martin Meleen, Technology
Shelley Bianco, Kitchen