

Lansing Central School District
Building Use/Athletics Request Form
REQUEST FOR USE BY OUTSIDE ORGANIZATION

Date of This Request: _____

Area Requested: _____ Reserved Area With (Name): _____

Date of Event: _____ Time(s): _____

Person Completing Request: _____ Phone Number: _____ Email: _____

Name of Organization or Activity: _____

Description of Activity: _____

Equipment Needed (please list): _____

Name of Charperones/Lifeguards: _____

Number of Attendees: _____

Set-up Completed By: _____

Clean-up Completed By: _____

Name of Trained Supervisor Responsible for Use & Operation of Defibrillator: _____
(Please Initial)

{ } Certificate of Insurance Enclosed; the district's liability insurance does not cover groups that are not school related. (If Certificate of Insurance is not enclosed; initial Certificate of Insurance must be dated for current school year.)

{ } I am aware that groups using the building will be billed for custodial hours, supplies, any other expensed associated with athletic supplies and for any damages incurred while the area is being used.

- Please Complete & Submit to District Office at Least (2) Two Weeks Prior to Event
 - Please DO NOT Detach Copies Until Approved By All Departments

	Approved	Disapproved	Date
1) Athletic Director/Cafeteria Supervisor/Music Dept.			
2) Building Principal			
3) Building & Grounds Supervisor			
4) Business Administrator			

To Be Completed by Building and Grounds staff on duty
Remarks Regarding Cooperation of Organization and Condition of Building/Area: _____

Fees for Area/Time requested: _____

Date: _____ Signature: _____

(1) District Office - White (2) Building&Grounds - Yellow (3) Building Principal - Pink (4) Organization - Goldenrod

If Pool use Identify Certified Lifeguard on Duty.