Code No. 905.1E1

**Estherville Lincoln Central Schools**

315 North 6th Street, Estherville, Iowa 51334

Phone: 712-362-2692 FAX: 712-362-2410

**School Building Use Application**

**Facility Requested**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Event**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Alternate Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Group Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Purpose of Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission charged? \_\_\_\_Yes \_\_\_\_No \_\_\_\_\_\_\_\_Amount For Profit? \_\_\_\_\_

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of people expected\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (Business) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address

**CUSTODIAL SERVICES NEEDED:** To Open \_\_\_\_ To Close \_\_\_\_ During use\_\_\_\_

\_\_\_\_\_ Bleachers \_\_\_\_\_ Lunch Tables \_\_\_\_\_Volleyball nets

\_\_\_\_\_ Chairs \_\_\_\_\_Writing Tables \_\_\_\_\_ Basketball hoops

\_\_\_\_\_ Dressing Rooms \_\_\_\_\_Shower Rooms Media Equip:

\_\_\_\_\_Microphones \_\_\_\_\_Podium \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Stage Lights \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE OBSERVE THESE RULES:**

1. NO SMOKING in school buildings or on school grounds.

2. Only the group requesting the use of facilities are to be in the school buildings.

3. The hold-harmless agreement below must be signed by a person representing the group.

**HOLD-HARMLESS AGREEMENT:**

The undersigned, hereafter referred to as “entity,” states that it will hold the Estherville Lincoln Central Community School District, hereafter referred to as “school district,” harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys’ fees, to the entity.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DISTRICT OFFICE USE:**

\_\_\_\_Approved $\_\_\_\_\_\_\_\_\_\_ Use fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Superintendent

\_\_\_\_Disapproved $\_\_\_\_\_\_\_\_\_\_ Custodial fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

$100 Key Deposit $\_\_\_\_\_\_\_\_\_\_ Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Recorded

Please send fee to Business Manager, Estherville Lincoln Central Schools, 1814 7th Avenue South, Estherville, Iowa 51334 within 30 days prior to use of facility.