

Room Request Form for Use of Lease of Lenawee Intermediate School District Facilities

**Lenawee Intermediate School District
4107 N. Adrian Hwy
Adrian, MI 49221**

**(517) 265-2119
(517) 265-7405 Fax**

Application is hereby made for use of school facilities as follows:

Contact Name:	Telephone (day):	Fax Number:
Organization:	Purpose of Organization:	
Address:	City:	State: Zip:
Name of Event:	Date of Event:	Time of Event:
<i>(NOTE: The front entrance doors will be scheduled to lock thirty (30) minutes after the start of any event beginning after 5:00 p.m.)</i>		
Type of Event: _____	Purpose/Topic of Event: _____	
Facility:	Expected Attendance:	Room Type:
Equipment Requests & Fees		
<i>(Equipment fees apply to both use and lease of facilities)</i>		
\$ _____	Sound Podium - \$10.00 flat fee	
\$ _____	Room Fees (see enclosed information)	
\$ _____	Other	
\$ _____	Total	
<p>The liability for any damage or loss to the LISD's equipment resulting from applicant's use. Applicants agree to be liable financially for damage or loss to the equipment and for proper chaperonage. Financial damages and/or loss shall be determined by the LISD.</p>		
Applicant's Signature: _____		Date: _____
Insurance		
<p>_____ Organization is non-profit and not covered under any liability insurance</p> <p>_____ Organization is non-profit and will provide certificate of liability insurance with the Lenawee Intermediate School District listed as an additional insured</p> <p>_____ Organization is for-profit and will provide certificate of liability insurance with the Lenawee Intermediate School District listed as an additionally insured</p>		

The undersigned, who is to be in charge of the use of the premises, is 18 years of age or over. In the use of District facilities and/or equipment, the applicant shall be responsible for the actions of those in attendance. The applicant also agrees to indemnify Lenawee Intermediate School District, its officers, agents, and employees against any property and/or personal loss, damage and/or liability that may be suffered or incurred by the District, its employees and save the District harmless against any and all claims, demands and causes of action that may be brought against the District, its officers and employees caused by, arising out of, or in any way connected with the use of the Lenawee Intermediate School District facility or the exercise of the privilege granted. The District may, at its opinion, require public liability insurance at the applicant's expense.

I have read and understand the Lenawee Intermediate School District policy covering the use and lease of its facilities and understand that the use of the facility requested must be in accordance with these District policies. I also understand that as the applicant, I am liable for any property loss or damage incurred during the use occupancy of the LISD facility in accordance with these District policies.

Applicant's Signature: _____ Date: _____

It is the policy of the Lenawee Intermediate School District that no person shall be discriminated against on the basis of race, color, religion, national origin or ancestry, sex, age, marital status, or handicap, excluded from participation in, denied the benefits of, or otherwise be subject to, discrimination in any program or activity for which it is responsible for or for which it receives financial assistance from the U.S Department of Education.

Signature of LISD Building Coordinator: _____ Date: _____

Note: Those groups using the facilities free of charge will be responsible for their own setup, as well as returning the room to the default setting after each event. The required default setting is posted at each location.