

FACILITY USE REQUEST



L'ANSE AREA SCHOOLS

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

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

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

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)

ITV Equipment

Overhead Projector & Screen

Internet Guest Access (wireless)

Guest WiFi Voucher: _____ (OFFICE USE ONLY)

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): _____ Kitchen Fee: _____

Approved by: _____ Date: _____
(Administrator Signature)

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