

**LEXINGTON PUBLIC SCHOOLS
FACILITIES USE FORM**

1. Facility Requested: _____

2. Date: _____ Day of Week: _____

Time: From _____ am/pm to _____ am/pm

3. Purpose: (list type of activity planned, i.e. concert, play, etc.)

4. Organization to use facilities: _____

5. Responsible person: _____

Please note, regarding use of facilities and/or equipment: The primary use of District facilities and/or equipment shall be for the District's educational and extra-curricular programs. However, the community is encouraged to use District facilities and/or equipment when appropriate. District facilities and/or equipment shall be available for use by the community when such use does not conflict with the District's educational and extra-curricular programs. Those persons or groups using District facilities and/or equipment shall assume all responsibility for any injuries occurring or arising out of the use of the District's facilities and/or any damages done to District's facilities and/or equipment. The District may establish and collect rentals, fees, and charges for the occupancy or use of District's facilities and/or equipment and may require the payment of appropriate deposits prior to allowing the use of District's facilities and/or equipment.

6. Date Form Submitted: _____

Signature: _____

Approved by: _____

Principal/Supervisor: _____

Superintendent: _____

To be completed **ONLY** if you are using facilities after school or on weekends. If you need to reserve a room or facility during school hours, please contact the building principal.