



**APPLICATION FOR USE OF: Terri Ortiz Teacher Resource Center
801 Coronado Street N.E., Los Lunas, N.M. 87031**

The undersigned, as applicant for use of this school facility of the Los Lunas Schools District, herewith makes application and agrees to be bound by the conditions set forth in this application.

Organization: _____
Responsible Person: _____
Contact Phone Number: _____
Room(s) Requested: _____
Date and Day(s) of Week: _____
Hours: _____ From: _____ To: _____ Estimated attendance: _____
Purpose for Use of Facilities: _____

CONDITIONS PRECEDENT TO USE OF FACILITIES:

1. All events/activities shall terminate no later than 7:00 p.m.
2. No alcohol or illegal drugs shall be allowed on premises at anytime and there shall be no smoking within any school property.
3. Facilities that are in use shall be cleaned immediately upon termination of activity. Failure to do so may result in termination of any future use of the facilities at the discretion of the site manager.
4. The responsible person or designee shall be present when facilities are opened and shall supervise participants at all times and shall be responsible for any damage to the premises.
5. Except as specifically permitted by the site manager, there shall be no access to the use of school telephones, copiers or other school district equipment.
6. All school planned educational events (i.e., science fairs, assemblies, etc.) will take precedence above all applications for facility use.
7. Facilities shall be inspected before each event by the person responsible. Any damage shall be reported to the (TRC) Teacher Resource Center Facilitator (Toni Castillo 7:00 a.m.--3:00 p.m.) or (Shannon Keddy 3:00 p.m.—7:00 p.m.) Mon. thru Fri., and to Shannon on Saturday events.
8. Any damage done to school property during the term of applicant's use of school facilities shall be paid for by the applicant upon submission of a bill from the Los Lunas School District. The Los Lunas School District shall have the sole right to determine the extent and value of such damages.
9. Groups must remain within the areas, buildings or rooms that are designated in this application for facility use. (Youth Groups are not to wander the building unsupervised).
10. Please notify the TRC office of any change in the date or time of your reservation.

CONTACT NUMBER: 505-866-2442

I agree to the conditions, regulations and policies set forth on this application.

APPLICANT SIGNATURE: _____ DATE: _____

Approved Date: _____

Site Manager: _____