



## Keystone Facilities Use Agreement Form

**BASIC FACILITY USE FEE: \$200.00** (This fee waived to all member districts)

The Basic Facility Charge shall include:

- Room Use
- 6-Foot Tables
- Chairs
- Room Set Up / Clean Up
- Promethean Board
- Overhead Projector
- Screen
- TV/VCR
- Cordless Mic
- Flipchart/Markers
- Full Time In-House Keystone Support Staff On Site

\*Morning Snacks/Drinks and \*\*Afternoon Snacks/Drinks: \$6.50/person  
or \$7.50/person if requested drinks include a variety of sodas

\*Morning Snacks to choose from: muffins, rolls, granola bars, fresh fruit, yogurt, bagels/cream cheese. Drinks include coffee, tea, lemonade, water-and sodas upon request.

\*\*Afternoon Snacks to choose from: Cookies, Brownies, Fresh Popcorn, M&M's/Peanuts Mix, Chex Mix, Chips, Chocolate Bars. Afternoon Drinks are same as above.

### Please select requested food choices:

Morning Snacks/Drinks	Yes _____	No _____	(Circle one: \$6.50/person or \$7.50/person)
Afternoon Snacks/Drinks	Yes _____	No _____	
Catered Lunch	Yes _____	No _____	\$12.50/person
Full Day Food Service	Yes _____	No _____	\$15.00/person

**Anticipated # of People attending** \_\_\_\_\_  
*(Please send final count one week prior.)*



**KEYSTONE**  
LEARNING SERVICES

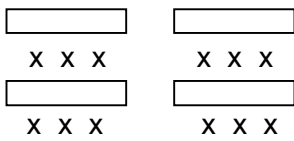
**Please mark items needed for your event:**

Promethean Board	Yes _____	No _____	
Technical Support	Yes _____	No _____	(\$40-50.00/day)
Cordless Mic System	Yes _____	No _____	
Overhead Projector	Yes _____	No _____	
IDL Equipment	Yes _____	No _____	(\$40.00/day)
Projector	Yes _____	No _____	
Screen	Yes _____	No _____	
Flip Chart/Markers	Yes _____	No _____	Number Needed _____
Chairs	Yes _____	No _____	Number Needed _____
Photocopies	Yes _____	No _____	\$.04/copy or \$/05/copy for colored

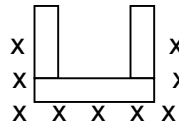
~Please send one week prior

**Table/Room Set-Up:**  
**(Please Circle One)**

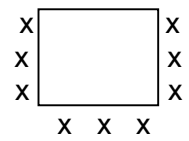
Classroom Style:



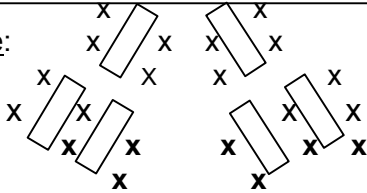
"U" Shape:



Square:



Fishbone:



**CANCELLATION**

Notification of cancellation must be received by 14 days prior to the scheduled date of the **EVENT**. Notification of cancellation received after 14 days prior to the **EVENT** will result in being held liable for the entire Basic Facility Charge and any Special Service Charges.

**Keystone Learning Services** hereby agrees to provide use of the **Lecompton Conference**

**Center, 620 E. Woodson, Lecompton, KS** to \_\_\_\_\_

on \_\_\_\_\_ (date), from \_\_\_\_\_ to \_\_\_\_\_ (time).

Use/Event Description \_\_\_\_\_

**Outside Event Representative:**

**Keystone Representative:**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

User Information:

User Name and Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please fax to: Keystone Learning Services, 785.863.3143 Attn: Linda Kilgore**