



**WHEATLAND CENTER SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL BUILDING & PROPERTIES
(Please request facilities 7 days Prior to Event)**

Board Policies: 7510 7530
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NAME _____

ORGANIZATION _____

APPLICATION DATE _____

ADDRESS _____

CITY/ST/ZIP _____

HOME PH _____

WORK PH _____

CELL # _____

FAX # _____

EMAIL _____

TYPE OF ACTIVITY _____

STAFF REQUIRED YES _____ NO _____

____Custodian ____Kitchen/Cook ____AV Tech

Date(s) Desired: (mm/dd/yyyy)	_____
Event Time:	_____
Set Up Starts:	_____
Tear Down Ends:	_____
Number Attending:	_____

FACILITIES REQUIRED:

Gym-Elem _____

Gym-MS _____

Library _____

Classroom _____

Computer Lab _____

Cafeteria _____

Kitchen _____

Community Rm _____

Other _____

FACILITIES CONT'D:

Running Track _____

Softball Fields _____

SET UP REQUIRED:

Tables set up (number) _____

Chairs set up (number) _____

Other _____

EQUIPMENT REQUIRED:

TV/VCR _____

LCD Projector _____

Microphone _____

Screen _____

Podium _____

Piano _____

Stage Lighting _____

- Guidelines for District Facilities/Equipment Use:** The following guidelines apply to the use of the District's facilities and equipment:
- Signed contract and fees must be in the Administrator's office at least 7 school days prior to the event.
 - Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District Administrative guidelines.
 - Wheatland School activities have priority for all space and will override any agreements.
 - Alcohol, tobacco, drugs or chemical use is not permitted on school grounds per Wisconsin statutes and Board policy.
 - Since the Board is charged by law with the responsibility for school facilities, it must reserve the right to deny the use of school facilities when the Board deems it necessary.
 - School facilities will not be available for use on legal holidays or if school is closed for any reason.
 - Use of specific facilities (kitchen, cafeteria, concessions) may require services of trained school employees as determined by the District. Kitchen equipment is not to be used without prior authorization of the District. Any time that kitchen equipment is used, a regular school lunchroom employee must be on duty. Such employee shall supervise and assist in the use of equipment. Use of the kitchen is available for local residents only.
 - When District equipment is used in the building additional fees may apply for equipment valued over \$100.
 - Entry and exit of the school shall be thru the front main entrance only. Other exits may be used in emergency situations only.
 - If a FOB access reader is given to the organization for building access the user signee will be responsible for returning the FOB to the office. If not returned there will be an additional fee of \$25.00 charged for FOB replacement.
 - All equipment, decorations, etc. shall be immediately removed from premises at conclusion of the event.
 - User should maintain a reasonably clean and safe area and work with the custodian until all space is cleaned up.
 - Users may have to pay for installation of outdoor toilet facilities should their event warrant such action.
 - If the application is approved, the user will assume responsibility for orderly and careful use of the school facility, including supervision of spectators and contestants, chaperones, and parking for large crowds.
 - Please notify the school as soon as possible should you cancel your event.

Guidelines for Gymnasium Use:

- Gym or athletic shoes must be used by participants in all activities in the school gyms.
- No tape of any kind is to be used on the gym floors.
- Do not remove rugs.
- No hard balls – only “Softie” or “Incrediball” balls allowed.

Guidelines for Fees (made payable to Wheatland Center School District):

- If special furniture and/or equipment is used for a commercial activity, an additional charge may also be assessed. Such charge, which may also include a damage deposit, shall be determined by the District Administrator.
- Additional fees for custodial services for moving furniture or equipment prior to and/or after a commercial activity, in addition to the custodian’s regular duties, will be assessed.
- Additional fees for kitchen staff services will be assessed.
- Other charges for facilities not identified in this Policy may be assessed when the “Request” is approved.
- The fees charged shall be reviewed annually and adjustments shall be published and/or distributed prior to the beginning of the school year.
 - **Building Use:** Two (2) hours = \$40, Four (4) hours = \$75, Six (6) hours = \$110, Eight (8) hours = \$140
 - **Building FOB:** \$25 (if not returned)
 - **District Equipment:** \$25 deposit (of which \$20 is refundable and \$5 is retained as a usage fee)
 - **Custodial Rates:** \$28 per hour
 - **Kitchen/Cook Rates:** \$28 per hour

All organizations using school facilities shall abide by all rules, regulations or policies established by the School Board.

Organizations must assume responsibility for, and compensate the District for, any damage done to buildings, rooms or equipment during the period of use; and the organization must indemnify and hold the District harmless for any and all claims of any kind arising out of the use of any of the District’s facilities.

Failure to follow the requirements of this Policy may preclude a group from future use of school facilities. Misrepresentations, omissions or fraudulent information on the application will preclude a group from use of school facilities.

User:

FOB Requested: ___Yes ___No
 Insurance Coverage: ___Yes ___No

Facility / Equipment Use Cost Breakdown:

Facility Rental Fee: \$ _____
 Equipment Rental Fee: \$ _____
Staff Cost Breakdown:
 Custodian Fee: ___ hours @ \$28 = _____
 Kitchen Staff Fee: ___ hours @ \$28 = _____

Total Contract Cost: \$ _____

I HAVE READ, UNDERSTAND, AND AGREE TO THESE STIPULATIONS

 User (please print)

 User Signature

 Date

 Building Scheduler (please print)

 Building Scheduler Signature

 Date

FOR OFFICE USE ONLY

Contract Cost: \$ _____ Lost/Damage Equipment and/or FOB: \$ _____ Paid On: _____