

Administrative Rule under Board Policy 7510

Title: **APPLICATION FOR USE OF SCHOOL FACILITIES FOR:**

- **WOODLAND ELEMENTARY SCHOOL**
- **RIVERVIEW MIDDLE SCHOOL**
- **BARRON HIGH SCHOOL**

Adopted: February 2, 1987

Revised: November 17, 1997
January 18, 1999
May 15, 2000
June 17, 2002
December 19, 2005
June 19, 2006
June 10, 2020

I, _____, being a District resident over 25 years of age, agree to the following and accept responsibility for the facilities to be used, which are:

Building to be used: _____

Rooms/areas to be used: _____

Name of group/organization using facilities: _____

Type of Activity: _____

Date(s) needed: _____

Time(s) needed: _____

Estimated number of participants/spectators: _____

Certain facilities, equipment or activities may require the supervision of a custodian.

Custodian required: ___ Yes ___ No

I understand that and agree to the following conditions:

1. I will see to it that facilities are swept, chairs put away, lights turned out, and all doors properly secured before leaving. If I do not have access to the security code, it will be the responsibility of the District to have a custodian or other school employee secure the building.
2. I agree to see that any damage caused by the group I sponsor will be covered by myself and the group at our expense.
3. I will not leave the premises between the time that I enter with my group and time that we leave.
4. I understand that facilities will not be available until 4:00 p.m. on any school day except for special occasions cleared through the Administrative Office at 100 West River Avenue, Barron, WI.
5. I will see to it that proper shoes, that will not mark the school floors, are worn for athletic events.
6. I will see that school rules are carried out and that there will be no use of tobacco or alcoholic beverages in the school building during the scheduled event.
7. I understand that reported failure to comply with any of the above will be grounds for refusal of facility use to this group and myself on all future occasions.
8. Underage persons must be supervised at all times by an adult at a ratio of no greater than 20 persons to one adult.
9. Fees will be as outlined below. Groups may be requested to pay in advance.
10. The use of all kitchen facilities will require a regular member of the kitchen staff or a school employee approved by the Food Service Supervisor to be on duty while the facilities and equipment are being used.
11. The applicant agrees to defend, indemnify, save and hold free and harmless the Barron Area School District and its officers, agents, employees, and insurers, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever including but not limited to property damage, bodily injury and death brought or made by any person arising out of the rental, use or occupancy of the District's facilities pursuant to this Application which the District and/or its officers, agents, employees, insurers or any of them may sustain or incur, or that may be imposed upon any of them,
12. The applicant must provide the District with a certificate of liability insurance confirming that the applicant has insurance for bodily injury and property damage arising out of the rental, use and occupancy of the District's facilities pursuant to this Application. The applicant must have the District named as an additional insured on the applicant's policy of insurance and provide the District with verification of same. Exceptions to this requirement will be made at the discretion of the District.
13. Furniture or fixtures may be moved only with permission of the building administration.
14. Property of outside organizations may not be stored on school property.

15. Request of custodial supervision or use of high school gym, middle school gym, high school cafeteria/commons or school-owned equipment other than chairs, tables or lunch serving areas will result in the following charges to my group and myself: (indicate fee to be paid)

	<u>Profit</u>	<u>Nonprofit</u>
___ Fee waived	N/A	N/A
___ Classroom	20.00	10.00
___ High School Gym	200.00	60.00
___ Athletic Fields	300.00	100.00
___ Lights on Football/Baseball Field (if needed)	50.00	50.00
___ Kitchen (all groups)	25.00	25.00
___ Cafeteria	25.00	25.00
___ Riverview Gym	200.00	60.00
___ Elem. Multi-purpose Rooms	25.00	25.00
___ Gyms - Recreational Purposes	12.00/hr.	12.00/hr.
___ Climbing Wall, instructor fee @ \$____/hour plus \$15 per student.		
There must be a minimum of 2 ABEE certified instructors maintaining a ratio of no more than 15 students per instructor.		
___ Custodial Fees @ \$___/hour x ___ # custodians = \$ _____		
___ Cooks Fees @ \$___/hour		
___ Door Security Alarm fee	35.00	N/A

I have read the above conditions and fees for use of district facilities, understand the same, and agree to abide by the same. Any fees arising out of the use of district facilities or damages that result will be paid promptly.

 Organization

 Contact Person's Name

 Address

 Phone Number

 Authorized Signature

 Date

Approved by:

 Building Principal/Activities Director

 Date

Certificate of insurance: ___ Yes ___ No

Please make two additional copies of this form. Forward one copy to Buildings & Grounds Supervisor, one copy to lessee, and one copy to the principal's office.