

APPLICATION for USE of SCHOOL FACILITIES

This form is to be completed and returned to the building principal's office at least two weeks prior to the date for which use of school facilities or equipment is being requested. Board policy concerning use of school facilities is to be read, understood, and complied with by the person(s) and/or group making the request.

Please print:

Organization: _____
Contact person: _____
Street address: _____
City, state, ZIP: _____
Phone: _____ (_____) _____

- 1. Specific facility being requested (e.g., OMS library, OHS gym): _____

- 2. Date(s) of use: _____

- 3. Hours of use: _____
- 4. Type of activity for which facility is being requested: _____
- 5. Will the service of any school personnel, custodians, cooks, teachers, etc., be expected or required?
 No Yes
If so, specify needs here and understand that you will be charged for these services.

- 6. Will any admission fee or charge be made? No Yes (indicate amount \$ _____)
- 7. Will decorations be used? No Yes (type _____)
- 8. Will refreshments be served? No Yes (type _____)
- 9. If this request is for a weekend or time outside of normal working hours, the building will be locked. How will the building be opened and secured again? Check one:

- Hire school personnel at \$20 per hour
- Member/friend of our organization who is a district employee will be present at activity.
Name of individual: _____ Phone: _____

I, the undersigned, will be present and in charge of this activity. I accept full responsibility for the care of school property and equipment, will supervise the conduct of those in attendance, will clean up at the conclusion of the activity, and will enforce all Board of Education policies pertaining to the use of school facilities and equipment (please see reverse).

I further understand and agree to provide, if requested, a certificate of insurance naming the school district as an additional insured and naming me/my organization as the primary insured for this event/activity.

Signature: _____ Date: _____

Request approved denied (reason: _____)

Principal's signature: _____ Date: _____

Copy to: Buildings & Grounds Director
Requestor
School file

COMMUNITY USE of SCHOOL FACILITIES and EQUIPMENT (excerpt)

revised 11/06

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with any aspect of the school program or conflict with the prime purpose for which they were intended (Wis. Statutes Ec. 0.29(7) and 40.30(2)(3)(4)(5). A standard "Use of Facilities" form will be available in the district office and will be part of the administrative procedures. All arrangements shall be subject to the provisions which follow:

A. Granting of Approval

1. The superintendent or designee is authorized to approve and schedule the use of school facilities by non-school organizations for whose activity no admission charge is made.
2. The Board reserves the authority to approve the use of school facilities to non-school organizations for whose activities admission is charged.

B. Free Use

Free use of facilities may be provided for special adult/youth activities serving district residents, conducted by the Girl or Boy Scouts, 4-H Clubs, church organizations, and for the meeting of the PTR and other related activities, as long as a custodian, staff member, district employee, or recognized district resident leader is present to open and close the building, and provided such activity is in the general interest of school and/or community.

Damage to the building and/or contents will be assessed to the person signing the application.

Future use will be determined by the condition of the facility after usage.

C. For Private Gain

Guidelines are to be followed for use of school buildings or other facilities by any organization operated for private gain.

• Guidelines include whether the organization:

1. Would be in conflict with Board policies.
2. Would adversely affect the district's reputation or image.
3. Promotes engagement of illegal activity.
4. Is contrary to the ethical principles and beliefs of the Board.
5. Would appear to exploit or demean a person based upon, among other things, the person's protected status.
6. Promotes the use of tobacco products, drugs, alcohol, or gambling.
7. Will be in conflict with the mission of the Board or the Board's curriculum and/or instructional program.

D. Use of Equipment

School equipment may be loaned to responsible community groups or individuals for a worthy educational, civic, or charitable purpose when:

1. The group borrowing the equipment agrees to:
 - a. Accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
 - b. A competent operator is assured for proper use of any such equipment.
 - c. A written record will be kept of all equipment removed from the premises with the person responsible for it.

E. Rental Fees

The Board may grant use of school facilities for private use and/or to responsible organizations charging an admission. The following rental fees will be charged (three-hour rates):

High school gym	\$200
Middle school gym.....	200
Elementary school gym/cafeteria	50
High school cafeteria	50
High school kitchen.....	50
High school cafeteria and kitchen	75
Any classroom.....	25
Multi-purpose room.....	75
Other.....(to be determined by superintendent)	

These rental fees do not include services of custodians or cooks which are extra, if needed.

F. Use of School District Kitchen

New HACCP (Hazard Analysis Critical Control Points) regulations state, "External groups that use the school kitchen must do so under the supervision of a food safety-certified food service employee." Proof of certification will be required prior to use of the facilities. If needed, Northern Ozaukee School District can provide a certified food service employee to the organization at the contracted rate. A Kitchen Usage form must be completed by individuals/organizations requesting use of the kitchen facilities, in addition to the Application for Use of School Facilities form.

G. General Regulations for Any Use of School Facilities

1. Smoking is prohibited on all district property as per Wisconsin State Statute 120.12.
2. There shall be no alcoholic beverages or liquor brought to or consumed in the building or on school grounds.
3. Putting up decorations for scenery or moving pianos or other furniture is prohibited unless special permission is granted.
4. Nothing shall be sold, given, exhibited or displayed without permission.
5. The applicant is held responsible for the preservation of order and good conduct.
6. The applicant agrees to make reimbursement promptly for any loss or damage incurred during the applicant's use of facilities.
7. The right to revoke approval at any time is reserved by school authorities.
8. All activities staged and operated in the building and on grounds under the jurisdiction of the Board shall be supervised by a staff member or other acceptable leadership, responsible to the Board or its constituted authority.
9. If services such as custodians or cooks are required beyond their regular school duties/hours, a charge per hour will be made.
10. A designated school district employee will be present at all functions.

• Additionally, the organization/individual **will not**:

1. Be in conflict with Board policies.
2. Adversely affect the district's reputation or image.
3. Promote engagement of illegal activity.
4. Be contrary to the ethical principles and beliefs of the Board.
5. Appear to exploit or demean a person based upon, among other things, the person's protected status.
6. Promote the use of tobacco products, drugs, alcohol, or gambling.
7. Be in conflict with the mission of the Board or the Board's curriculum and/or instructional program.