

**USE OF FACILITIES
PRINCIPAL / CUSTODIAL INFORMATION FORM**

NAME OF EVENT _____ DATE/DAY _____

(Attach Schedule if More Than One Date)

NAME OF GROUP _____ # IN GROUP _____

EMAIL (MUST INCLUDE) _____

PERSON IN CHARGE _____ PHONE # _____

ADDRESS _____

NAME OF BUILDING TO BE USED _____

BEGINNING TIME _____ ENDING TIME _____

AREAS OF BUILDING NEEDED AND THE TIME AREAS ARE TO BE OPENED:

KITCHEN THEATER GYM POOL CLASSROOM TIME _____

OTHER _____ TIME _____

WHO WILL OPEN THE BUILDING _____

ENTRANCES TO BE UNLOCKED AND AT WHAT TIME

FRONT ENTRANCE TIME: _____ BACK ENTRANCE TIME: _____

EQUIPMENT NEEDED: (Please specify ALL equipment that is needed – if none is specified accommodations may not be available on that date requested.)

TV VCR MICROPHONE CHAIR(S)/TABLE(S) PROJECTOR OTHER

SPECIAL EQUIPMENT INSTRUCTIONS: _____

WILL MONIES BE RAISED AT THIS EVENT YES NO

COMMENTS: _____

IS THE GROUP PLANNING TO CLEAN UP? _____ WHEN _____

LAY-OUT OF AREA (S) NEEDED (Attach additional sheet of paper if necessary.)

COMMENTS: _____

USAGE FEE: _____ CUSTODIAL FEES: _____ KITCHEN FEES: _____

ANNUAL CERTIFICATE OF INSURANCE: ON FILE ATTACHED

SIGNATURE – APPLICANT (Indicates Agreement to Terms on Reverse)

DATE REQUEST RECEIVED

SIGNATURE - ACTIVITIES DIRECTOR (N/A Dorchester and Unity)

DATE REQUEST RECEIVED

SIGNATURE - BUILDING ADMINISTRATOR

DATE REQUEST RECEIVED

SIGNATURE - SUPERINTENDENT

DATE REQUEST RECEIVED

c Activities Director, Director of Facilities, Building Secretary, District Office (ONLY if Outside Group)

SCHOOL DISTRICT OF COLBY CONTRACT FOR USE OF FACILITIES

It is the aim of the Board of Education to make school facilities available for community use. Usage must be in the public interest and for the public good. Organizations and groups using school district facilities agree to abide by the following rules:

1. **Application.** An "Application for Rental of School Facilities" is to be submitted to the appropriate building administrator a minimum of fifteen(15) days prior to the date on which the facilities are to be used. A copy of the approved application is to be on file in the building prior to the scheduled activity.
2. **Approval.** Each application for the use of school facilities is approved by the building administrator.
3. **Final Approval.** The Superintendent has the authority to make the final decision on use of school facilities by a group. However, any group may appeal a decision to the Colby School Board.
4. **Access.** Applications are approved for specific rooms/facilities and times. Facilities are opened by the responsible custodian only upon the presentation of an approved application. The user organization is responsible for ensuring that unauthorized portions of the building are not entered and the premises are vacated as scheduled.
5. **Cancellations.** **All cancellations must be made through the appropriate building office at least seventy-two (72) hours prior to the scheduled usage or the user organization may be billed for the entire rental fee or the actual costs incurred by the district.**
6. **Athletic/Playing Fields.** Any organized group wishing to use district athletic or playing fields must file an application in accordance with established district procedures. Any such use must be appropriate and compatible with the field and its surrounding area. Unauthorized use of district fields by organized groups constitutes trespassing and will be dealt with accordingly. Casual use of fields by members of the community on an individual basis is permitted as long as those uses do not endanger others or cause damage to fields and lawns. User groups may not mark or otherwise modify fields without written district approval.
7. **Fees.** The superintendent determines and recommends a fee schedule for use of district facilities. The superintendent is authorized to reduce or waive fees if this is in the best interest of the district. The fee schedule is reviewed and revised as appropriate.
8. **Payment.** Payment is to be made to the district business office within thirty days upon receipt of invoice.
9. **Additional Charges.** During normal working hours if there is considerable custodial time required before/during/after an activity which prevents the custodian from completing his/her assigned duties, overtime will be used to complete those duties and that expense will be charged to the organization. If the rental occurs outside of normal custodial staffing hours, overtime will be based on actual utilization with a two-hour minimum. Additional charges may also be levied for damages and/or agreement violations.
10. **Custodial Service.** Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs, and performing routine cleanup. Groups for which rental costs and/or other charges are waived in part or in full must assist the custodian in setting up and removing chairs in performing routine cleanup.
11. **Food Service.** If kitchen facilities are used to prepare a menu (using district cooking and dishwashing equipment, ranges, etc) a regular food service employee must be in attendance with actual utilization with a two-hour minimum charged to the user organization.
12. **Priority Use.** District or school organization activities have first preference for all district facilities. Non-school applications are superseded in any instance where facilities are needed for school activities.
13. **Holidays.** School holidays may preclude facilities utilization.
14. **Prejudicial Use.** It is the policy that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats.
15. **Cancellation by District.** **It is understood and agreed by the applicant that permission may be revoked or cancelled at any time with or without cause and in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of loss, damage or expense incurred.**
16. **Indemnification and Hold Harmless Provision.** The user agrees to protect, indemnify and hold harmless the district, its elected and appointed officials, employees, agents and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement.
17. **Insurance.** The District reserves the right to require a Certificate of Insurance providing liability coverage for a specific activity on school premises.
18. **Supervision.** User organizations must provide sufficient, qualified adult supervision for any scheduled activity.
19. **Decorations and Alterations.** Plans for decorating must be approved in advance by the building administrator. Decorations which permanently alter the appearance of or cause damage to the facility are prohibited. All decorations must be removed immediately upon completion of the event.
20. **Restoration of Facilities.** All school facilities are to be left in appropriate condition immediately following each activity. Appropriate athletic shoes will be required for all indoor athletic activities.
21. **Restoration of Fields.** Groups are expected to leave the field in as good or better condition as was found; bleachers, goals, and other equipment in the same position in which they were found. Applicants are required to remove, at their expense, equipment or rubbish left after use. A regular schedule of duties prohibits custodians from setting up, or providing equipment not indicated on the application.
22. **Purpose.** Purpose of use must be stated on the application; deviation will be considered a breach of contract and may result in denial of future use of facilities.
23. **Smoking, Drinking, Disorderly Conduct.** **Smoking and other tobacco use is not permitted in school buildings or on school grounds. No alcoholic beverages are to be brought or consumed in a school building or on school grounds. Disorderly conduct and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law. (Per S.S. 120.12(20) and 125.09(2))**
24. **User Organization Responsibility.** **The user organization is responsible for the enforcement of the above regulations and is responsible for all participants, spectators, and affiliated personnel.**