

## SCHEDULE OF FEES FOR USE OF FACILITIES AND EQUIPMENT

KGD

The rental of a building or room includes heat, light, and power. Equipment use and custodial services shall require additional charges.

### Schedule of Fees:

1. A fee of \$40.00 shall be charged for use of the gyms to other than school-connected organizations who do not qualify under conditions stated below in #8.
2. A fee of \$40.00 and the cost of lifeguards shall be charged for the use of the pool.
3. A fee of \$20.00 shall be charged for the school lunch room when the kitchen is not used or opened.
4. A fee of \$30.00 shall be charged for the school lunch room if the a Kitchen is to be used for serving a light lunch after an activity or meeting.
5. A fee of \$20.00 shall be charged for any other single school facility, such as a classroom.
6. A fee of \$20.00 shall be charged for any educational class open to the public for a fee imposed by the organization or individual sponsoring it.
7. The charge for the custodian shall be \$20.00 per hour with a two (2) hour minimum. All areas will be checked for cleanliness after use. Failure of the organization to properly clean will result in custodial charges with a two (2) hour minimum.
8. A base cost plus any additional costs for materials and/or equipment requested shall be charged for the use of any school facility unless an organization using the facility qualifies under the conditions stated below:
  - a. Meeting of an educational nature or of civic concern to the general public of the community, by local organizations sponsoring a program free to the public.
  - b. Extension classes under college sponsorship for teacher improvement.
  - c. Local organizations sponsoring a program or activity if the purpose of the program is to raise funds for the benefit of the school.
  - d. Any school activity program or Scout activity.
  - e. Local individual or groups sponsoring a program free and open to the public which will benefit the general public of the district. Permission must be secured in advance from the principal or district administrator for this agreement.

Initial Adoption: 11/21/22

Final Adoption: 12/19/22

# APPLICATION FOR USE OF SCHOOL FACILITIES/EQUIPMENT

School District of Neillsville • 614 E. 5<sup>th</sup> St. • Neillsville, WI 54456 • Ph: 715-743-3323 Ext. 0 • Fax: 715-743-8718

### Application Processing

**Elementary Office • 504 E. 5<sup>th</sup> St. • Neillsville WI 54456 • Ph: 715-743-3323 Ext. 4 • Fax: 715-743-8715**

Profit    Non Profit    Personal    Rec. Dept.    School Event Request

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell #: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Fax #: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Number of adult supervisors (if minors are involved in activity): \_\_\_\_\_

Eligibility requirements for participation in the activity: \_\_\_\_\_

It is your responsibility to make sure that you have access to the areas you are using prior to the event. Arrangements should be made to pick up the keys/fob from the Elementary Office during normal business hours.

Please let us know if you will need the following:    Building Access/Key Fob    Room Key(s)   Office Initials \_\_\_\_\_

**Date needed:** \_\_\_\_/\_\_\_\_/\_\_\_\_ Reserve Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**ONE FORM PER DAY!** Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Custodian(s) Needed?    Yes    No   Custodian Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
*(2 hour minimum for Custodial Time)*

***\*For additional dates, please complete another request for use form.***

### Facility/Equipment to be used: (check all that apply)

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Athletic Fields        | <input type="checkbox"/> Auditorium             | <input type="checkbox"/> Balcony          | <input type="checkbox"/> Commons          |
| <input type="checkbox"/> Equipment              | <input type="checkbox"/> Fieldhouse-Lobby       | <input type="checkbox"/> Fieldhouse-North | <input type="checkbox"/> Fieldhouse-South |
| <input type="checkbox"/> Gyms-Elementary        | <input type="checkbox"/> Gyms-Middle            | <input type="checkbox"/> Kitchen          | <input type="checkbox"/> Lunch Room       |
| <input type="checkbox"/> Swimming Pool          | <input type="checkbox"/> Multi Media Room (PIT) | <input type="checkbox"/> Classroom - #:   | _____                                     |
| <input type="checkbox"/> Other (Specify): _____ |   |   |   |

Will any latex material be used?    Yes    No

The charge for each custodian needed shall be \$20.00 per hour with a two (2) hour minimum.

All areas will be checked for cleanliness after use. Failure of the organization to properly clean will result in custodial charges.

The following order shall be used in determining priority of use for applicants.

1. Any school function connected with an educational program or any school sponsored activities.
2. Adult education classes approved by the administrator and/or school board.
3. Resident organizations.
4. Non-resident organizations.

**Office Use Only:**  
School Office Staff will complete this section.

Your invoice will be mailed to you after your event is held.  
**Additional custodial time may be charged if needed.**

Estimated Cost\$ \_\_\_\_\_

Actual Invoiced Cost\$ \_\_\_\_\_

Initial Adoption:   11/21/22

Final Adoption:   12/19/22

**Agreement of the Applicant**

The rental of a building and/or room includes heat, lights, power, equipment and maintenance.

A base cost plus any additional costs for materials and/or equipment requested shall be charged for the use of any school facility unless an organization using the facility qualifies under the conditions stated below: **Circle # if applicable.**

1. Meeting of an educational nature or of civic concern, sponsored by local organizations as a program free to the public.
2. Extension classes under college sponsorship for teacher improvement.
3. Local organizations sponsoring a program or activity for the purpose of raising funds for the benefit of the school.
4. Any school activity program.
5. Local individual or groups sponsoring a program free and open to the public which will benefit the general public of the district. Permission must be secured in advance from the principal or district administrator for this arrangement.

Gambling, loitering and rowdiness shall not be permitted.

Any fees will be billed at the time of use and shall be paid in a timely manner.

The school board or any employee of the School District of Neillsville shall not be held responsible or liable for any accident or misfortune that might arise in connection with any non-school program or meeting, either inside or outside the building.

Any damage/vandalism to school property shall be the responsibility of the individual or organization making the request for usage.

\*Liability coverages do not extend to clubs not recognized by the School District of Neillsville. Please provide a certificate of insurance for \$1,000,000.00.

I have read the above information and agree to follow regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office Use Only:**

Copies Given To:

- |                                     |   |   |                                    |                                       |
|-------------------------------------|---|---|------------------------------------|---------------------------------------|
| <input type="checkbox"/> AV         | <input type="checkbox"/> B/G Supervisor | <input type="checkbox"/> Board Office/Billing | <input type="checkbox"/> Classroom | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> IT (Doors) | <input type="checkbox"/> Music Dept     | <input type="checkbox"/> Rec Dept             | <input type="checkbox"/> Requestor | <input type="checkbox"/> Other _____  |

Secretary Handling: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Process: Facility Coordinator (FC) checks availability, if available FC sends original to Board Office (BO) for approval. After approved/denied the application is scanned by BO Secretary and emailed to the FC and the original is sent to the B/G Supervisor (if approved). The FC is responsible for notifying the applicant if approved or denied, placing on the facility use calendar, emailing copies to the appropriate departments, making sure the applicant receives keys if needed and that the doors are unlocked for the event. After the event, the BO Secretary confirms with B/G Supervisor if there were additional costs above the quoted price, and the BO Secretary will invoice. For denied application, FC will contact applicant and then send original back to the BO for filing.*

Initial Adoption: 11/21/22

Final Adoption: 12/19/22

**SCHEDULE OF FEES FOR USE OF FACILITIES AND EQUIPMENT**

**KGD**

**\*\*\*Please check all items that apply to this request!!**

**ATHLETIC FIELDS Base Cost \$40.00/Field**

- Baseball Field: \_\_\_ PA System \_\_\_ Press Box \_\_\_ Rest Rooms \_\_\_ Press Box
- Football/Track Field: \_\_\_ Concession Stand \_\_\_ North Press Box \_\_\_ South Press Box \_\_\_ Rest Rooms outside
- Practice Field: \_\_\_ Football Field \_\_\_ Soccer Field
- Softball Field: \_\_\_ West Field \_\_\_ East Field \_\_\_ PA System \_\_\_ Press Box
- Softball/Baseball Field Shelter \_\_\_ Concession Stand \_\_\_ Rest Rooms
- OTHER, please specify: \_\_\_\_\_

**AUDITORIUM Base Cost \$40.00**

- Auditorium: \_\_\_ Follow Spotlight \_\_\_ Podium/Lectern \_\_\_ Seating (fixed, 460 cap.)  
 Table(s) #: \_\_\_\_\_ Chair(s) #: \_\_\_\_\_ Riser(s) #: \_\_\_\_\_
- Lobby: Coat Rack(s) #: \_\_\_\_\_ Table(s) #: \_\_\_\_\_ Chair(s) #: \_\_\_\_\_
- Public Address System: Handheld Mic(s) #: \_\_\_\_\_ Lavalier/Chest Mic(s) #: \_\_\_\_\_ CD/Cassette Player(s) #: \_\_\_\_\_
- Sound/Light Board Operator – \$20.00/Hour/Operator with a two (2) hour minimum.
- OTHER, Please specify: \_\_\_\_\_

**BALCONY – MIDDLE SCHOOL Base Cost \$20.00**

- Balcony

**CLASSROOM Base Cost \$20.00/Room**

- ES Room #(s): \_\_\_\_\_ TV/VCR/DVD
- HS Room #(s): \_\_\_\_\_ TV/VCR/DVD
- MS Room #(s): \_\_\_\_\_ TV/VCR/DVD

**COMMONS Base Cost \$20.00**

- Commons Only

**EQUIPMENT TO BE USED OFF SITE Cost \$5.00 per day/per item up to a total of \$30.00**

- \_\_\_ Camcorder \_\_\_ Computer projector \_\_\_ Video projector/VCR/DVD \_\_\_ TV/VCR/DVD
- \_\_\_ OTHER, please specify: \_\_\_\_\_

**FIELDHOUSE – NORTH SIDE AND/OR SOUTH SIDE Base Cost \$40.00/Side**

- North Fieldhouse (2/3): Table(s) #: \_\_\_\_\_ Chair(s) #: \_\_\_\_\_ Riser(s) #: \_\_\_\_\_
- South Fieldhouse (1/3): Table(s) #: \_\_\_\_\_ Chair(s) #: \_\_\_\_\_ Riser(s) #: \_\_\_\_\_
- Basketball backboards: \_\_\_ Main court \_\_\_ Large Section (2 sets) \_\_\_ Small Section (1 set)
- Lobby: Coat Rack(s) #: \_\_\_\_\_ Table(s) #: \_\_\_\_\_ Chair(s) #: \_\_\_\_\_  Concession Stand
- Locker Room: \_\_\_ Boys \_\_\_ Girls
- Public Address System: Handheld Mic(s) #: \_\_\_\_\_ Lavalier/Chest Mic(s) #: \_\_\_\_\_ CD/Cassette Player(s) #: \_\_\_\_\_
- Seating (bleachers): \_\_\_ East side (1000 cap.) \_\_\_ West side (600 cap.) \_\_\_ South side (260 cap.)
- Volleyball Nets: \_\_\_ Main court \_\_\_ Large Section (2 sets) \_\_\_ Small Section (1 set)
- Weight Lifting Area \_\_\_ Press Box
- OTHER, please specify: \_\_\_\_\_

**-Continued on back-**

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**GYMS – ELEMENTARY and/or MIDDLE SCHOOL**

**Base Cost \$40.00/Gym**

- Elementary School Gym     \_\_\_ Volleyball Net  
    Coat Rack(s) #: \_\_\_\_\_ Table(s) #: \_\_\_\_\_ Chair(s) #: \_\_\_\_\_ Riser(s) #: \_\_\_\_\_
- Middle School Gym     # \_\_\_\_\_ Seating (bleachers, 360 cap.)     \_\_\_ Volleyball Net
- OTHER, please specify: \_\_\_\_\_

**KITCHEN – School cook required.**

**Base Cost \$30.00**

- Kitchen (High School):    \_\_\_ Serving Windows     \_\_\_ Stoves     \_\_\_ Coffeemaker     \_\_\_ Dishwasher
- Cook **required** – \$20.00/Hour/Cook with two (2) hour minimum.
- OTHER, please specify: \_\_\_\_\_

**LUNCH ROOM**

**Base Cost \$20.00**

- Lunch Room     \_\_\_ Tables Moved Out     \_\_\_ Chairs Moved Out  
    Coat Rack(s) #: \_\_\_\_\_ Table(s) #: \_\_\_\_\_ Chair(s) #: \_\_\_\_\_

**MULTI MEDIA ROOM (PIT)**

**Base Cost \$20.00**

- Multi Media Room     # \_\_\_\_\_ Seating (130 free standing)     \_\_\_ Podium/Lectern  
    Coat Rack(s) #: \_\_\_\_\_ Table(s) #: \_\_\_\_\_ Chair(s) #: \_\_\_\_\_ Riser(s) #: \_\_\_\_\_  
    \_\_\_ Video projector/VCR/DVD     \_\_\_ Computer projector     \_\_\_ Bulletin/Chalk Board/Divider
- Public Address System:    Handheld Mic(s) #: \_\_\_\_\_ Lavalier/Chest Mic(s) #: \_\_\_\_\_ CD/Cassette Player(s) #: \_\_\_\_\_
- OTHER, please specify: \_\_\_\_\_

**SWIMMING POOL – Certified lifeguard required.**

**Base Cost \$40.00**

- Swimming Pool                      Lifeguard(s) – Invoiced thru Rec. Dept with two (2) hour minimum.

*Updated: 11/02/22 - Forms mlk  
Board Approved: 12/19/2022*

Initial Adoption:     11/21/22

Final Adoption:     12/19/22