

APPLICATION FOR USE OF SCHOOL FACILITIES/EQUIPMENT

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

Application Processing

Elementary Office • 504 E. 5th 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
(2 hour minimum for Custodial Time)

Custodian Start Time: _____ End 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\$ _____

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.

*****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-

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.