

**CENTRAL HIGH SCHOOL DISTRICT OF WESTOSHA
APPLICATION AND AGREEMENT
FOR USE OF SCHOOL BUILDING AND/OR GROUNDS**

Name of Organization: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Purpose for use of school: _____

- 1) Will the activity be open to the general public, or only to your group? Group: _____ Public: _____
- 2) Approximate number of group: Adults _____ Children _____
- 3) Date(s) requested for this area: _____
- 4) Room or area desired: _____ Beginning time: _____ Ending time: _____
- 5) Are there any fees charged participants? No _____ Yes _____, what fees are charged: \$ _____
- 6) Will admission fees be charged to: Adults \$ _____ Students \$ _____
- 7) Do you have a tax exempt number? No _____ Yes _____, Tax Exempt Number: _____
- 8) Can you provide a Certificate of Insurance? No _____ Yes _____ Attach to this agreement (\$1,000,000 minimum)
- 9) Identify the type of supervision your group will provide:
For Participants: _____ For those attending: _____

Please submit request to the Athletic Director.

<u>For Office Use</u>		
Dates not available	_____	_____
Cost of Use: Commercial Use Charge:	_____ days @ \$ _____	\$ _____
Gate Receipts:	\$ _____ @ _____ %	\$ _____
Custodial Charge	_____ hours @ _____	\$ _____
Supervision Charge	_____ hours @ _____	\$ _____
Other Charges (specify):	_____ hours @ _____	\$ _____
Total Charges.....	\$ _____
Down Payment Received.....	\$ _____
Balance Due	\$ _____
Invoice Mailed	_____

Definitions:

School facilities include classrooms, gymnasium, auditorium, field house, commons, parking lots, outdoor fields and any other buildings or property, which the school district might possess.

Organizations or individuals using district facilities will be held responsible for costs of clean up or repair of damages resulting from use of a school facility.

Classification of Users

Groups requesting the use of building facilities shall be classified as follows:

Class 1 – School Group Any group sponsored by or under the direction of Central High School including parents for Central, Booster Clubs or public meetings directly initiated by the School Board.

Class 2 – Service/Local Groups a. Service Clubs, i.e., Lions, Kiwanis, Rotary, etc.
b. Fraternal Groups, i.e., Elks, Moose, etc.
c. Civic Groups, i.e., Chamber of Commerce, etc.
d. Church Groups, i.e., any adult group under the direction of a church located in the Central High School District.
e. Other schools and school districts
f. Any local group composed completely of young people working under the guidance and supervision of any adult or an adult organization, i.e., boy and girl scouts.
g. Any local youth athletic organization
h. Any local adult athletic organization

Class 3 – Commercial/Private Any individual or group organized for profit. Any group not classified as a Service Group or Local Group, but not for profit, that is not located in the school district.

Fees

The Use of Facilities shall be on a rental basis depending on the classification of the group, the purpose of the specific activity planned, and the number of District staff necessary to ensure that the facility is properly maintained and supervised. The District reserves the right to determine the number of staff necessary for any given event. The **hourly fees** for District staff are as follows:

Custodial/Overhead	Custodians normal scheduled hours	Saturday	Sunday
Class 1	-	\$20.00	\$30.00
Class 2	\$20.00	\$40.00	\$57.00
Class 3	\$60.00	\$80.00	\$100.00
Supervisor	Weekday	Saturday	Sunday
Class 1	-	\$20.00	\$20.00
Class 2	\$20.00	\$40.00	\$60.00
Class 3	\$30.00	\$40.00	\$60.00

Outdoor Athletic Facilities

Procedure for scheduling the use of athletic facilities.

1. Have insurance information and facility use forms on file with the community use coordinator.
2. Reserve dates in advance and pay the user fee which covers administrative costs and custodial fees.

Tennis Courts – The courts are open for public use anytime they are not being used by Central High School teams or a group or organization signed up with the community use coordinator. To use the courts for a camp, clinic, or other for profit use the correct procedures must be followed.

Softball Fields – The fields are used extensively by Central High School and Lakeland Little League in the spring and summer. Fall use will be considered.

Baseball Fields – The fields are used extensively by Central High School and Lakeland Little League in the spring and summer. Fall use will be considered.

Soccer Field/Football Field – The fee will include stadium supervision as well as custodial fees. You must make arrangements to learn to use the sound system and scoreboard before your scheduled event.

Track Use – Grade Schools will be allowed free use of the track for meets but must still pay a custodial fee for clean up after the meet.

General Rules and Regulations

1. Central High School reserves the right to deny rental of its facilities to any individual, group, or organization.
2. Central High School reserves the right to consider individual circumstances as applicable regarding the best interests of the school district.
3. Fees for use of school facilities are designed to recover direct expenses incurred by the District and to encourage the use of facilities. The District reserves the right to request payment of estimated fees in advance.
4. Users will provide proof of a \$1,000,000 insurance policy, which must be provided by all non-school related organizations, naming the school district as co-insured.
5. The requests for use of facilities will be considered on a first come, first served basis and must be renewed annually.
6. All non-school related activities occurring on the weekend or outside regular scheduled hours will require District supervision to be present. The district retains the right to schedule the appropriate amount of supervision based on the event. In addition to the scheduled rental, users may be billed time before and after the event per rental application for set up and lock up. Employees volunteering to substitute for the District assigned supervision will be allowed with administrative approval provided they accept full responsibility for securing the building and ensuring the facility is left in the same condition as when entered.
7. Notice of cancellation by a renting group must be submitted to the district office as least 24 hours before scheduled time of use or full fee will be charged.
8. In the event a school sponsored activity is scheduled after the approval of an application, the Board of Education reserves its right of priority. If this requires canceling the use of a school facility, the Board will make every attempt to establish an alternate meeting place or date.
9. No subleasing of school facilities shall be permitted without the knowledge and consent of the School District. Intent to do so must be clearly indicated on the rental application.
10. Building and/or grounds users will abide by all rules and regulations adopted by the Board of Education governing the use of buildings and grounds (said rules and regulations being made a part and portion hereof by reference) and to see that the same are carried out and obeyed by others.
11. The user shall be responsible for the conduct and control of both patrons and participants and shall ensure that all state, municipal and school district regulations governing safety are followed.
12. The rental group must confine their activities to the area(s) specified in the rental application.
13. The rental group is not to use or operate any school district equipment other than that stipulated in the rental application.
14. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator.
15. Users assume responsibility for any damages done to facilities, equipment used and personal injuries.
16. The district will strictly enforce Wisconsin State Statute and District policy forbidding any use of alcohol, tobacco, and/or drugs in the school or on school grounds.
17. Heating and air conditioning are pre-programmed according to district specifications for current conditions and should not be tampered with.
18. The School District assumes no responsibility or liability for injury to persons or damage to or loss of property from any cause whatsoever during such times as the school premises are used by the applicant. The applicant agrees to indemnify and hold harmless the District from any and all claims and actions arising from its use of the school property described in the application, including the payment of attorney's fees and costs which may be incurred by the school district in defending any such claims or actions.
19. The applicant shall indemnify the School District for any cost, which the district may become liable for due to scheduling conflicts even though the conflict was caused by negligence of the School Board or its agents or employees.

20. All renting groups or agencies will be furnished a copy of this policy. Violations of any of these provisions will constitute grounds for the revocations of the user's contract and/or refusal or permission to use facilities at any future time.
21. The district shall not discriminate on the basis of sex, race, color, religion, creed, national origin, ethnic background, age, marital or parental status, ancestry, sexual orientation, arrest or conviction record, or physical, mental or emotional disability or any other basis protected by state or federal law which is prohibited.
22. All requests will be reviewed and assessed per the Central High School Board policy by its authorized agent. Special conditions may warrant the District agent to require services not identified on this form in the best interest of the District.

Accepted by: _____
Organization Representative Signature Date

Approval: _____
Athletic Director Date

Approval _____
Principal Date

Notified: _____
Building and Grounds Date

Invoice Processed: _____
Business Manager Date