

**WILLIAMS BAY SCHOOL DISTRICT
FACILITY USE APPLICATION**

**POLICY #830
EXHIBIT 1**

Organization/Individual Requesting Use: _____

Contact Person _____ Phone No. (H) _____ (W) _____

Address _____

Signature _____ Date _____

School District Resident: Yes _____ No _____

1) What School District staff person(s) will be present? _____

Is this event strictly for the students or residents of the WBSD Yes No

Is your organization within the boundaries of the school district? Yes No

Are you charging any fee/tuition for this event? Yes No

Is this a fund raising or revenue generating event? Yes No

FACILITY REQUESTED

Elementary School
125 Theatre Road
Williams Bay, WI 53191

Middle/High School
500 W Geneva Street
Williams Bay, WI 53191

Space/Room Needed _____

Classroom _____

Commons/Cafeteria _____

Parking Lot _____

Gym _____

Locker Room _____

Lecture Center _____

Other _____

Computer Lab _____

Elementary Stage _____

Practice Field(s) _____

Softball Field _____

Baseball Field _____

Football Field _____

Purpose of Use (explain fully) _____

Projected attendances (Number of attendees) _____

Special Equipment requests: _____

Date(s) Requested (Example: Every Tuesday & Thurs from Oct thru Dec)

Time

A Custodian must be on duty to provide for building security only unless a staff person is present.

Normal hours are Monday through Friday from 6:30 a.m. to 3:30 p.m.

Additional Custodian Services Requested Yes _____ No _____

2) USER Group/Individual's Responsibilities Include:

- Providing the WBSD with a certificate of insurance with a minimum of \$1,000,000.00 coverage.
- Accepting financial responsibility for any vandalism or destruction of building or grounds.
- Agreeing to leave the building and grounds in a neat, clean and orderly manner.

Be advised that all groups are subject to Board Policy regarding facility use and rules established by building principals when reserving and using district facilities. Such rules include, but are not limited to the following:

- ! User groups shall be held financially responsible for damage to school facilities and property.
- ! Intoxicating beverages and illegal drugs are not allowed on any school premises.
- ! Use of tobacco products are not allowed on school buildings or on school grounds.
- ! Failure to properly care for facilities will result in denial of future use.
- ! Sponsoring organization or individual is responsible for supervising/managing/controlling event participants and spectators.

Principal/Office Use

Master Calendar Checked for Conflicts Yes _____

3) The Individual/User Group agrees to pay the following charges for use the prescribed facilities above:

Facility fee \$ _____
 Staffing and/or custodial fee: \$ _____
 Equipment use fee: \$ _____
 Total \$ _____

Estimated Charges \$ _____

Custodian on Duty Yes _____ No _____

Off Duty Custodian Assigned Yes _____ No _____

4) I, the undersigned, duly represent and speak with authority on behalf of the user group listed above, and by signing this agreement, do agree to the financial responsibility as stated. I have read and agree to abide by all WBSD policy regarding the use of these facilities. Furthermore, this user group understands that neither the Williams Bay School District and its officers, agents or its employees shall be responsible for any bodily injury, including death or property damage, by any member of the user's group while on the grounds or using any of the facilities of the Williams Bay School District.

Signed: _____ Date: _____

Insurance required: [] Yes [] No Request is denied [] Request is approved []

Administrator/Principal Signature: _____ Date: _____

Return Agreement, Certificate of Insurance and Payment to Williams Bay School District Office