FRIESS LAKE SCHOOL DISTRICT
Application and Agreement for Facility Use

Application Date: _____

_____
Name of Organization

_____
Responsible Individual
(MUST be a DISTRICT RESIDENT)

_____
Address

_____
City State Zip

_____
Home Phone Cell Phone

_____ _____
Day of Event Date of Event

_____
Use this line to list multiple dates

Set-up Starting @: _____a.m./p.m.
Event Starting @: _____a.m./p.m.
Clean-up Ending @: _____a.m./p.m.

_____
Number of people expected to attend

_____
Type of Event/Purpose

_____
Type of Organization/Purpose

Select the category that contains a description that most directly applies to this organization:

☐ A: Friess Lake School District sponsored activities

☐ B: (1) Friess Lake sponsored activities that require the use of facilities solely for the purpose of raising funds. (2) Community service organizations that are not operated for pecuniary profit and are devoted to the interest of the Friess Lake School District or to child welfare. (3) City, village, or township recreational programs or YMCA programs.

☐ C: 1) Private or non-civic organizations operating within the District. (2) School District residents holding events for non-profit purposes. (3) Fund raising activities for city, village, or township recreation programs or YMCA programs. (4) Fund raising activities for community service organizations. (5) School District employees using District facilities for Non-school sponsored activities and for non-profit purposes.

☐ D: (1) Private, profit- oriented organizations or individuals. (2) Individuals or organizations normally operating outside the district.

Select Area Requested

Please check appropriate space

Classroom: #_____
Up to 2 Hours $10.00 _____
Over 2 Hours $20.00 _____

Commons:
Up to 2 Hours $15.00 _____
Over 2 Hours $30.00 _____

Gym:
Up to 2 Hours $20.00 _____
Over 2 Hours $60.00 _____

Kitchen:
Up to 2 Hours $20.00 _____
Over 2 Hours $80.00 _____

FACE:
Up to 2 Hours $10.00 _____
Over 2 Hours $20.00 _____

Music:
Up to 2 Hours $10.00 _____
Over 2 Hours $20.00 _____

Library:
Up to 2 Hours $10.00 _____
Over 2 Hours $20.00 _____

Other room(s) or areas not listed above: _____
Special Equipment or set-up requirements: _____

All fees are for a one-time usage and must be paid upon receipt of the approval to use the facilities or prior to their actual use. Rental of equipment may be an additional charge. If a custodian or other services are required, appropriate fees will be charged.

The undersigned applicant(s) agree(s) to abide by all the rules and regulations adopted by the Board of Education governing the use of buildings and to assure that the same are enforced and obeyed by all attendees. Said rules and regulations become part and portion of this agreement by reference and applicant(s) assume(s) responsibility for and will restore any damage done to District buildings or equipment during the period of rental. Applicant(s) indemnify and will forever hold harmless the Board of Education and its officers, agents, and employees from any and all claims whatsoever kind, nature, or description arising out of the use of any District facilities controlled by said Board, pursuant to the foregoing application of any modification thereof.

It is agreed that the group listed above shall have use of the school facilities for the purpose mentioned and on the date(s) and time(s) specified in this request for a rental fee of $_____

Signed: _____ Date:_____ Signed: _____ Date: _____
Responsible Individual District Administrator/Designee

USE OF SCHOOL FACILITIES-REGULATIONS It is the aim of the Board of Education to make school facilities available for educational, recreational, cultural, and civic activities provided such activity does not interfere with educational programs, extra-curricular activities, or maintenance functions of the buildings or grounds. Organizations or groups using school district facilities must abide by the following regulations unless otherwise permitted by Board action:

1. ***Application***. An "Application and Agreement for Facility Usage" must be submitted and approved prior to any scheduled activity. No agreement is transferable to another party.
2. ***Purpose***. The purpose of use must be stated accurately on the application. Any deviation will be considered a breach of contract and may result in the cancellation of the event or denial of future use of District facilities. Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity or the organization or the purpose it represents. The use of facilities by District employees for non-school events will be subject to the same criteria as District residents.
3. ***Approval***. Each application for the use of school facilities must be approved or denied by the District Administrator or designee. Applications for rental of District facilities will be denied if previous use has been detrimental or unacceptable.
4. ***Appeal Process***. The Board of Education has the authority to make the final decision on the use of school facilities by any group. This decision could include such items as the approval or denying of a request for facility use, waiving of all or part of the associated fees, or requiring additional insurance coverage due to the nature of the event.
5. ***Priority Use***. Academic and school organization activities have first preference for the use of District facilities. Non-school applications may be denied or canceled if facilities are needed for a school activity. All facility use agreements shall expire annually on June 30th.
6. ***Access***. Applications are approved for specific rooms, areas, or facilities and for specific dates and times. The user organization is responsible for assuring that unauthorized portions of the building are not entered and that the premises are vacated as scheduled.
7. ***Fees***. A fee schedule will be made available when the application is filled out. That fee schedule will be reviewed and revised as appropriate. The category selected on the Application and Agreement for Facility Use will be used to determine which fee category is appropriate.
8. ***Payment***. All fees should be paid prior to the event. Checks can be made payable to: Friess Lake School, 1750 Hwy. 164, Hubertus, WI, 53033. Arrangements to pay fees after the event must have permission of the District Administrator or designee.
9. ***Additional Charges***. During normal working hours if there is considerable custodial time required before, during, or after an activity which prevents the custodian completing his or her regular duties, overtime will be used to complete those duties and that additional expense will be charged to the user organization. Additional charges may be levied for damages or agreement violations. At the discretion of the District Administrator or when municipal regulations require the presence of police or fire department personnel, the user organization must pay the full cost of such personnel.
10. ***Cancellation by Group***. All cancellations must be made in a timely fashion. The user organization is responsible for any out-of-pocket expenses incurred by the District resulting from a last minute cancellation.
11. ***Cancellation by District.*** It is understood and agreed by the applicant that permission may be revoked or canceled at any time with or without cause. In the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage, or expense incurred.
12. ***Supervision.*** User organizations must provide sufficient, qualified adult supervision for any scheduled activity.
13. ***District Employee Responsibilities***. Custodial services are restricted to unlocking and locking doors; providing heat, air conditioning, and lights; setting up chairs; and performing normal routine clean up. A facility use that requires a technician to operate specialized equipment must be determined prior to the event and the cost of that technician will be in addition to any custodial fees.
14. ***Decorations and Alterations***. Plans for decorating must be approved in advance by the District Administrator. Decorations which permanently alter the appearance of, cause damage to, or create and unsafe condition in the facility are prohibited. All decorations must be removed immediately upon completion of the event or the cost of that removal will be charged to the user organization.
15. ***Restoration of Facilities***. All school facilities are to be restored by the user group to an appropriate condition following an event. The user organization is responsible for any costs incurred by the District to complete that restoration.
16. ***Restoration of Fields***. The use of athletic/playing fields must be appropriate and compatible with the field and its surrounding area. User groups may not mark or otherwise modify fields without approval. Groups are required to leave playing fields and the surrounding area in acceptable condition. Any cost incurred by the District to clean-up or otherwise restore the area will be charged to the user organization at actual cost.
17. ***Violations***. Smoking, drinking, illegal parking, and disorderly conduct are violations that can and will result in municipal fines. Violators will be prosecuted in accordance with law. Willful violations can result in the user group being denied future use of District facilities.
18. ***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 right of action, directly or indirectly attributable to the user's activities and/or use of facilities in conjunction with this agreement.
19. ***Insurance***. The District reserves the right to require a Certificate of Insurance providing liability coverage for any specific activity on District property.
20. ***User Organization Responsibilities***. The user organization is responsible for the enforcement of the above regulations and is responsible for all participants, spectators, and affiliated personnel.