



FALL RIVER SCHOOL DISTRICT FACILITY USE APPLICATION

Sponsoring Organization		Tax-Exempt #	
Contact Person	Phone (H)	(W)	
Address			
E-mail address		Today's Date:	
Fee Charged to Participants?			
Yes	No	Amount Charged	
District Employee Responsible		If "None", Supervisor Fee charged	

Please check all that apply							
MPR		Kitchen		DRC		Commons	MS/HS Gym
Elementary Gym		Pool		Brayton Park Fields		PS Soccer Field	
PS Football*		PS Track*		PS Softball		PS Baseball	
PS Little League #1		PS Little League #2		PS Gym		Other (Fill In)	

*Must Sign Artificial Turf and Track Agreement

Date(s) Requested (Example: Every Tuesday & Thurs from Oct thru Dec) & Number of people expected

Time Needed for Room(s) – Including set-up and tear down:			
From (a.m./p.m.)		To (a.m./p.m.)	
Actual Time of Event:			
From (a.m./p.m.)		To (a.m./p.m.)	
Purpose			
Supplies/Equipment Needed (if applicable):			

ALL ROOMS MUST BE LEFT IN A CLEAN AND ORDERLY MANNER. KEYS/FOB MUST BE RETURNED WITHIN TWO (2) BUSINESS DAYS.

Note: There is an automated external defibrillator (AED) outside the Main Gym. This is for emergency use only and 911 must be called if activated.

Please contact the Business Office or Athletic/Rec Director with any questions regarding Facility Use (920) 484-3333 x 222 or x 296

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

Rules and Procedures

1. Requests should be made at least 2 weeks in advance of requested date.
 - **Scheduling Priority List**
 1. In-Season High School Sports - Prairie Street Complex IS their competition location: Football, Track & Field, Baseball, and Softball (Each sport with have priority in during their sport association [WIAA, WALA] designated season)
 2. In-Season Middle School Sports - Prairie Street Complex IS their competition location: MS Football and MS Track
 3. Recreation Sports Teams - Prairie Street Complex is currently set-up as their competition surfaces: Football, Little League/T-Ball/Coach Pitch, Softball, Soccer, Basketball
 4. In-season High School Sports - Prairie Street Complex is NOT their competition location (ie: basketball, volleyball, etc...)
 5. Off-Season (June/July) - High School Sports, Middle School Sports
2. For Competitions - Building/Complex will be opened one hour prior to competition start time and closed one hour after competition is completed.
3. Return applications to the District Office or Athletic/Recreation Director
4. Attach a \$50.00 refundable security deposit. The deposit refund will be returned if there are no charges or damage to the area. Cancellations must be made 48 hours in advance of the scheduled event. If the cancellation is not within 48 hours of the event, the \$50.00 refund will not be returned.
5. Attach a copy of the group/individual's liability insurance to the application.
 - a. Insurance Coverage Minimums: \$1 million single occurrence and \$2 million aggregate.
 - b. All non-school user groups must present proof of insurance to the Activities Department 72 hours prior to date of event.
6. The person who has been designated on the application as the district employee responsible must be present during the activity or event.
7. Religious services will not take place in the school.
8. Intoxicating beverages and illegal drugs or use of tobacco products are not allowed on any school premises.
9. Those using the facility may only use the areas requested. Other parts of the building are off limits. The right to use school facilities may be revoked, if group members are in unauthorized areas.
10. The Fall River School District does not discriminate against individuals on the basis of religion, race, national origin, sex, age or handicap.
11. The Fall River School District is not liable or responsible for accidents or injuries.
12. The facility is subject to availability and the discretion of the administration.
13. The facility must be left in the condition it was at the beginning of the event. This may involve picking up trash, moving chairs, etc. User groups shall be held financially responsible for any clean-up or damage to school facilities and property.
14. The sponsoring organization or individual is responsible for supervising/managing/controlling event participants and spectators.
15. Failure to properly care for facilities will result in denial of future use.

SIGNATURE: _____

DATE: _____

By signing here you agree to all the above terms and conditions

Fees (Times charged for fees include total time in District facilities – set-up and tear down)

**Donations can be made in lieu of fees, if interested in this please contact Athletic/Recreation Director*

**If looking to host special event of long duration, contact Athletic/Recreation Director for special event rates*

_____ Multi-purpose room (\$75.00 for 2 hours)	_____ Brayton Park Fields (\$50 for 2 hours)
_____ Pool (\$100.00 for 2 hours - 1 lifeguard/1 supervisor) *Pool capacity is 50. 20+ people would require an additional lifeguard at a fee of \$25.00 for 2 hours*	_____ Commons (30.00 for 2 hours)
_____ Gymnasium (\$50.00 for 2 hours)	_____ Kitchen (\$50.00 for 2 hours)
_____ Prairie St Fields and Track (\$100 for 1 hour)	_____ Classroom (\$30.00 for 2 hours)
	_____ DRC (\$30.00 for 2 hours)
	_____ Supervisor Fee (\$30.00 for 2 hours)

Custodial Supply Fee

If hosting competition or large event at Fall River School District there may also be a Custodial supply fee:

- Total in attendance:
 - 50-199, \$25;
 - 200-299, \$30;
 - 300-399, \$40;
 - 400- 499 \$50;
 - 500-749, \$75;
 - 750 and above, \$100

PLEASE ROUTE TO							
Building Principal	Approved		Denied		Date		Signature
Athletic/Recreation Director	Approved		Denied		Date		Signature
Bldg & Grounds Supervisor	Approved		Denied		Date		Signature
Food Service Supervisor	Approved		Denied		Date		Signature
Superintendent	Approved		Denied		Date		Signature

OFFICE USE ONLY

- Event entered on School Calendar _____
- \$50.00 Deposit Received Date: _____ Check #: _____
- District office notified organization if request is approved or denied, along with estimate of the building charges.
- Final Bill sent on (date) * Attach copy to original request _____
- Deposit return on (date) _____
- Final Bill amount received on (date) _____ Check #: _____

Total Building Use Charge: _____ Supervisor Fee Charge: _____