

FACILITY USE PERMIT

To be completed by Applicant

---

1. Name of group making request \_\_\_\_\_ Date \_\_\_\_\_
2. Name of person assuming liability for group \_\_\_\_\_  
Address \_\_\_\_\_ Phone #: \_\_\_\_\_
3. Facility requested \_\_\_\_\_
4. Times requested: Day of Week \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_
5. Describe activity, specify approx number of participants \_\_\_\_\_
6. Are the theatre lights or sound system required? \_\_\_\_\_
7. Will a fee be charged to attend the activity or performance? \_\_\_\_\_
8. Proceeds from the event will be donated to the following charities or nonprofit organizations \_\_\_\_\_  
\_\_\_\_\_

To be completed by Building Principal

---

1. Type of organization:  Community Service  Public  Private  Religious
2. Fee Assessment:  Custodial  Lighting Technician  Sound Technician  Kitchen Personnel  Facilities
3. Send bill to: \_\_\_\_\_
4. Has the applicant been appraised of the school policy governing the facility use? Y N
5. Is insurance required? Y N      Is student insurance waiver required? Y N
6. Is more than one date requested? Y N      Is the facility open on the dates requested? Y N
7. Principal's comments: \_\_\_\_\_

To be completed by Superintendent

---

Superintendent's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Superintendent's comments: \_\_\_\_\_

To be completed after approval.

---

Note: I the undersigned applicant understand and agree to the conditions of this permit. The use of alcohol and/or tobacco products on school property is prohibited. Violation of this policy may result in the loss of the use of the facilities in the future. I am fully appraised of the school board policy governing the use of school facilities and am willing to comply with requirements of that policy. In addition, I understand and willfully accept all liabilities for the use of school facilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FACILITY USE BY COMMUNITY ORGANIZATIONS

The school facility shall be made available to community organizations if approved by law and under prescribed conditions. Community groups applying for use of facilities shall be responsible for damage done over and above ordinary wear. Any school activity shall have precedence in the use of school facilities. Applications for use of the school facilities shall be filed on the prescribed form (Facility Use Permit) and submitted to the District Administrator, who shall follow Board policies in granting such applications.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the community organization nor the purpose they represent.

All requests for use of school facilities by community organizations or individuals from the community shall be made as follows:

- (1) Use of school facilities for religious and sectarian purposes will be in accordance with Wisconsin State Statutes 120.13 (19).
- (2) Individuals, partnerships, and corporations may use the facilities at the approved rate, but the use may not be for profit or fund raising, unless such money is given to charities or the school.
- (3) When using school facilities, sponsoring organizations will furnish adequate adult supervision and will be responsible for proper care of such facilities and leave them in good condition.
- (4) The following local groups are exempt from the rental fees for their normal meetings, or activities. The Scouting organizations, school related parent groups, Wild Cat Booster Club, local recreational groups, 4-H clubs, Alumni organizations and youth athletic programs serving students in our school system.
- (5) Salaries of custodial personnel, cooks, technicians, etc., shall be paid by the School District at the rate established by the Board and charged to the group using the facility. Hours are to be calculated according to actual time worked, including set-up and clean-up time. This is usually time and one-half rate.
- (6) A custodian or authorized school employee must be present at all times while people are present in the building. This person shall be responsible for opening, closing, lighting, supervision, help and general care of the building.
- (7) When gymnasiums are used for physical activities, only persons with rubber-soled shoes are allowed on the gym floor.
- (8) Fees Schedule:

A.	High School Gym	\$15 per hour/ \$75 maximum per day
B.	WR Elementary Gym	\$10 per hour/ \$60 maximum per day
C.	Multi-purpose	\$10 per hour/ \$60 maximum per day
D.	Pleasant View Gym	\$5 per hour/ \$30 maximum per day
E.	Classrooms	\$5 per hour/ \$30 maximum per day

- \$1.00 per computer additional charge
- F. Cafeteria/Commons with Kitchen \$15 per hour/ \$100 maximum per day  
Lunchroom employee must be on duty at established salary.
  - G. Auditorium \$20 per hour/ \$100 maximum per day
  - H. Lighting Booth/Sound System \$50.00  
Trained school personnel required to be present at \$15.00 per hour
  - I. Athletic Field \$75.00
  - J. Softball Field \$200.00 per season

A \$50.00 security deposit may be required.

- (9) Payment for facilities rental shall be made to:  
School District of Wild Rose  
P.O. Box 276  
Wild Rose, WI 54984
- (10) Any lessee or community organization that does not comply shall be denied future use of the facilities by the Board.
- (11) The School District reserves the right to deny any requests to use the facilities.
- (12) Any community organization has the right to appeal the decision made by the District Administrator.

The School District shall not discriminate in the use of the District facilities on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Discrimination complaints shall be filed in accordance with established complaint procedures.

Initial Adoption 5/14/84

Final Adoption 6/11/84

Revised 6/11/87

Revised 9/11/97

Revised 11/25/97

Revised 02/24/2000

Revised 10/13/2005