School District of Independence

23786 Indee Boulevard

Independence, WI 54747

Phone: (715)985-3172 Fax: (715)985-2303

**Please return or Fax completed form to the High School Office**

In accordance with the Board of Education policy; a fee of $16.00 per hour for custodial services shall be charged for the use of the school buildings for activities not directly involving children in learning situations. The above fee must be paid directly to the administration office. Use of the building for community activities must not conflict with the proper school program.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ requests the use of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Name of Organization

Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building Use Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

For the purpose of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Actual time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of people expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Will admission be charged? YES NO If so how much? $ \_\_\_\_\_\_\_\_\_\_\_

What school facilities are needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What equipment will be required? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_ P.A. System \_\_\_\_\_ Audio Visual

 \_\_\_\_\_ Lighting \_\_\_\_\_ Specify Type

 \_\_\_\_\_ Speakers – Stands \_\_\_\_\_ Chairs – How Many \_\_\_\_\_

 \_\_\_\_\_ Tables \_\_\_\_\_ Other – Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will special janitorial services be required? YES NO (Check fee schedule if janitor is required)

Kitchen facilities required? YES NO

Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following person will be present and in charge of this activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please Print Name

Address and Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“The applicant hereby agrees to indemnify and hold harmless the School District of Independence from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order.”

The organization hereby agrees to accept, if granted the privilege to use the school facilities requested and the regulations submitted with this application.

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

Approved: \_\_\_\_ Not Approved: \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_ Not Approved: \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICY ~~KG~~ 830

COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

The gymnasium, computer lab, classrooms, and lunch room are accessible for non-profit community groups at such time that they are not occupied by school functions. Responsibility for the care and cleaning of the facilities, crowd control and liability rests with the group. Administration must be notified at least one week in advance.

 School equipment may be utilized by non-profit community organizations and private individuals and businesses only on a limited basis, with permission for use of equipment granted at the discretion of the Administrator.

 All responsibility for use and care and liability for any damages of the equipment rest with the borrower.

Attachments: Rules for Use

 Contract

Adopted: October 23, 1979

Reaffirmed annually April 25, 1988 through April 4, 2012