



Application for Use of School Facilities

Organization requesting use _____ Contact person _____

Address _____ City, State, Zip _____

Contact Telephone: Home _____ Work _____ Cell _____

E-Mail _____ Approximate No. of Participants _____

Facility to be used Evergreen Trailside Woodfield Fox River

Specify Area Gym Cafeteria Other, specify _____

Organization Insured Yes No Policy No. _____ Effective Date _____ (Copy of policy must be provided - The Waterford Graded School District or individual school should be named on the policy)

Facility Request Specifics

*Prior to completing the next few questions, please check facility usage calendar at www.waterford.k12.wi.us.com to see if the date you would like is open). Also provide 1 or 2 alternate dates)

Date(s) requested _____

Day(check all that apply) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time of Event: Beginning _____ Ending _____

Hours the area(s) will be in use (including set-up and clean-up) _____

Additional information, equipment needed, etc. (provide a diagram of special set-up on back or separate sheet) _____

Facility Cost

We, the undersigned understand that any fee charged for the use of the above facilities is in accordance with the fee schedule in School Board Policy # 830 (found on District Website-www.waterford.k12.wi.us) and is payable on the day of use. Any fee will be indicated in the Office Use Only Section. We understand further, that this fee is for janitor services, heat, light and other expenses, and that we will be responsible for any damage over and above the ordinary wear and tear that is caused by our organization. We understand the rules for use of the facilities and grounds as listed on the back side of this usage form.

Signed by _____ Date Submitted _____

OFFICE USE ONLY

Recreation Director _____ Date Approved _____

Principal/Administrator (if needed) _____ Date Approved _____

Cost of Use \$ _____

Rules for Use of School District Facilities and Grounds

The undersigned will supervise and control that the facilities are not misused or abused; that there is proper supervision at all times; that the facilities are used in conformity with all rules and regulations of the school district related to facility use; and that all terms of this agreement are adhered to and followed.

The undersigned agrees this event is not a school conducted or school sponsored event and that each participant is allowed access into the facility at their own risk.

An individual or group of individuals may use the facilities or portion of the facilities and grounds of the Waterford Graded School District upon request and approval and according to the conditions which follow:

1. The person/persons making the request must be an adult member of the Waterford Graded School District. Adult members are defined as 18 years or older and whose class in school has graduated.
2. The school district will allow an individual or group access to the facilities at times when the facility is not being utilized for school district purposes. Use of the school district facilities may be canceled at any time; without notice; and for any reason the school district determines valid and necessary.
3. Supervision for the use of the facility will be adequate and appropriate for the age level and activity. Qualified instructors, coaches, and chaperones must be provided for each function.
4. All school rules of conduct and respect are to be followed by all persons using the facilities. The individual and/or group making the request is 100% responsible for any physical damage done to the school facilities by those participants who are involved in the activity or by anyone allowed into the facility as the result of such use.
5. The physical condition of the building must be left in the same condition in which it was found. All waste materials and debris resulting from the use of the premises will be disposed of by the individual(s) and/or group as directed by the building principal
6. All signs, posters, wall hangings, etc. shall be preapproved by the building principal prior to display in the school facility. No alterations or changes to the premises, building, walls, etc. will be allowed without prior approval of the building principal.
7. This agreement may be modified or amended only in writing and must be signed by the building principal, assistant district administrator, or district administrator. The school district assumes no legal or financial liability or responsibility for injury which results from the use either directly or incidental in or on any portion of the school district property.
8. This agreement will terminate without notice if the premises are not used by the applicant for the approved purpose. The use of the facilities shall be only for the requested purpose and for no other reason.
9. Smoking is not allowed in the building or on school grounds. The use or possession of illegal drugs or alcoholic beverages is not allowed on school district property at any time.
10. Each participant allowed access to any Waterford Graded School District facility agrees not to discriminate against anyone because of age, race, religion, sex, color, handicap, physical condition, developmental disability or national origin.

Hold Harmless Clause

Group Name

Dates of Facility Use

The undersigned, in consideration of the use of a Waterford Graded School District Facility, agrees to indemnify and hold harmless the Waterford Graded School District against and from any and all claims, demands, suits, causes of action, whether in law or equity or proceedings before an administrative agency, and/or damages, fines or forfeitures of any kind or nature, including costs, expenses and reasonable attorneys fees incurred in the defense thereof, brought by or on behalf of any person or persons, firm or firms, corporation or corporations, their heirs, personal representatives, successors or assigns arising out of any condition or conduct, management or negligence of the undersigned or any of its agents, contractors, servants, employees or licensees, and in case any action or proceeding be brought against the Waterford Graded School District by reason of any such claim, the undersigned upon notice from the Waterford Graded School District covenants to resit or defend at the undersigned's cost and expense such action or proceeding by counsel reasonable satisfactory to the Waterford Graded School District.

Signed _____

Title _____

Group Name _____

Date _____

STATE OF WISCONSIN
COUNTY OF RACINE

This instrument was acknowledged before me on _____, by

_____, as _____ of
(Title of Officer)

(Name of lessee organization)

My Commission expires: _____

Notary Public

Original to Rec Dept. Director
Copy to Building Secretary
Copy to District Office
Copy to Responsible Individual