

**SCHOOL DISTRICT OF MCFARLAND – APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Street City State ZIP

Name of Representative: \_\_\_\_\_ Phone # of Representative: \_\_\_\_\_  
Email Address \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_ Est. Attendance #: \_\_\_\_\_

Check Event Type (See Guideline Sheet):  School Affiliated  Community Affiliated  Non-Affiliated

Check Facility Location (Complete one application per location):  High School  Indian Mound Middle  
 Waubesa Intermediate  Conrad Elvehjem  Primary School

**Please Read, sign, and submit to the office of the building you are requesting:**

- I understand that unless arranged differently, the custodial fee for community affiliated and non-affiliated will be considered a mandatory hourly rate while the facility is in use.
- I understand I will be sent an invoice after the activity is complete, with payment in full due in 30 days.
- I have read the “Use of School Facilities” rules on the back of this sheet.

The organization named above and its representative agree to abide by all rules and regulations governing the use of the buildings and grounds of the School District of McFarland and to indemnify and hold harmless the McFarland School District against any claim for damages, compensation, or otherwise on the part of any member of the rental group or person using the facility while being rented by the rental group and to also reimburse or make reparations any loss or damages or costs that the McFarland School District may have to pay if any litigation arises on account of any claims made by any person while such facilities are being rented by the rental group.

\_\_\_\_\_  
Signature of Agent of Organization Date

<b>*For School District Use Only*</b>		
Building Authorization _____	Date _____	
Director Business Services. _____	Date _____	
Estimated Rental Fee \$ _____	Estimated Custodial Fee \$ _____	Total \$ _____

**Return all forms to: Office of Facility Requested**

<b>Office Use Only</b>
Distribution (Copies To): Renter, Chief Custodian, Principal, Director of Building and Grounds, Business Office

## SCHOOL FACILITIES GUIDELINES - USE OF SCHOOL FACILITIES

It is the aim of the Board of Education to make school facilities available for community use. Usage must be in the public interest and for the public good. Organizations and groups using school district facilities agree to abide by the following rules:

1. **Application.** An "Application for Rental of School Facilities" is to be submitted to the appropriate building administrator a minimum of thirty (30) days prior to the date on which the facilities are to be used. A copy of the approved application is to be on file in the building prior to the scheduled activity.
2. **Approval.** The building administrator approves each application for the use of school facilities. The Business Manager must also approve rentals. The athletic director must approve gym usage at WIS, IMMS, and the HS.
3. **Final Approval.** The Superintendent has the authority to make the final decision on use of school facilities by any group.
4. **Access.** Applications are approved for specific rooms/facilities and times. Buildings or other school facilities are opened by the responsible custodian only upon the presentation of an approved application. The user organization is responsible for ensuring that unauthorized portions of the building are not entered and the premises are vacated as scheduled.
5. **Cancellations.** All cancellations must be made through the appropriate building office at least seventy-two (72) hours prior to the scheduled usage or the user organization may be billed for the entire rental fee or the actual costs incurred by the district.
6. **Athletic/Playing Fields.** Any organized group wishing to use district athletic or playing fields must file an application in accordance with established district procedures. Any such use must be appropriate and compatible with the field and its surrounding area. Unauthorized use of district fields by organized groups constitutes trespassing and will be dealt with accordingly. Casual use of fields by members of the community on an individual basis is permitted as long as those uses do not endanger others or cause damage to fields and lawns. User groups may not mark or otherwise modify fields without written district approval.
7. **Fees.** The Business Manager determines and recommends a fee schedule for use of district facilities. The fee schedule is reviewed and revised annually as appropriate.
8. **Payment.** Payment is to be made to the district Business Office within seventy-two hours prior to facility use.
9. **Additional Charges.** During normal working hours if considerable custodial time before/during/after an activity which prevents he/she from completing their assigned duties, overtime will be used to complete those duties and that expense will be charged to the organization. If the rental occurs outside of normal custodial staffing hours, overtime will be based on staffing fees with a two hour minimum. Additional charges may also be levied for damages and/or agreement violations.
10. **District Staffing.** A custodian or other authorized district employee must be on the premises during any use of a district facility outside of normal working hours.
11. **Custodial Service.** Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs, and performing routine cleanup. Groups for which rental costs and/or other charges are waived in part or in full must assist the custodian in setting up and removing chairs in performing routine cleanup.
12. **Food Service/Technology.** If kitchen facilities are used to prepare a menu (using district cooking and dish washing equipment, ranges, etc.), a regular food service employee must be in attendance with staffing fees charged to the user organization. If computer labs are used, a technology service employee must be in attendance and staffing fees charged to the user. Both staffing fees require a two hour minimum.
13. **Priority Use.** District or school organization activities have first preference for all district facilities. Non-school applications are superseded in any instance where facilities are needed for school activities.
14. **Holidays.** School holidays may preclude facilities utilization.
15. **Prejudicial Use.** It is the policy that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats.
16. **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 and 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.
17. **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 rights of action, directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement.
18. **Insurance.** The District reserves the right to require a Certificate of Insurance providing liability coverage for a specific activity on school premises.
19. **Supervision.** User organizations must provide sufficient, qualified adult supervision for any scheduled activity.
20. **Decorations and Alterations.** Plans for decorating must be approved in advance by the building administrator. Decorations which permanently alter the appearance of or cause damage to the facility are prohibited. All decorations must be removed immediately upon completion of the event.
21. **Restoration of Facilities.** All school facilities are to be left in appropriate condition immediately following each activity. Appropriate athletic shoes will be required for all indoor athletic activities.
22. **Restoration of Fields.** Groups are expected to leave the field in as good or better condition as was found; bleachers, goals, and other equipment in the same position in which they were found. Applicants are required to remove, at their expense, equipment or rubbish left after use. A regular schedule of duties prohibits custodians from setting up, or providing equipment not indicated on the application.
23. **Purpose.** Purpose of use must be as stated on the application; deviation will be considered a breach of contract and may result in denial of future use of school facilities.
24. **Public Dances.** School facilities are not available for public dances.
25. **Smoking, Drinking, Disorderly Conduct.** Smoking is not permitted in school buildings or on school grounds. No alcoholic beverages are to be brought or consumed in a school building or on school grounds. Disorderly conduct and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law. (Per S.S. 120.12(20) and 125.09 (2))
26. **User Organization Responsibility.** The user organization is responsible for the enforcement of the above regulations and is responsible for all participants, spectators, and affiliated personnel.

