

ADMINISTRATIVE GUIDELINES

SCHOOL FACILITIES RENTAL REQUEST APPLICATION #7510

**School District of New Holstein
SCHOOL FACILITIES RENTAL REQUEST APPLICATION**

Name of Organization

Person in Charge – Name

Address

Address

Phone Number _____

Request the use of _____ for _____
(Name of Facility) (Purpose)

_____ .
(Date Desired)

Conditions for facility usage are as follows:

1. School District’s educational needs and school sponsored activities always have priority.
2. Designated Responsible Individual indicated above must be present when the building is being used. A volunteer may be assigned provided they meet all criteria specific to volunteers outlined in board policy.
3. Users must have designated supervisors and/or responsible chaperones.
4. Users will assume responsibility for any damage done to the building or equipment.
5. Designated Responsible Individual will be issued an access card for building access and is responsible for turning the card into the office when the use of the facility is complete per dates indicated above.
6. All expenses incurred for the use of the facility shall be borne by the user in accordance with fee schedule – see Board Policy #7510 and Administrative Guideline #7510.
7. All requests for use of the building should be directed to the building principal. Requests must be signed and returned to the building principal one week prior to intended use. Any cancellations or changes must be reported to the building principal. Failure to do so will result in a back charge or custodial fees.
8. The Board reserves the right to adjust or suspend the rate schedule when mitigating circumstances of individual applicants indicate such modification.
9. All policies found in School Board Policies #7000 series must be followed.

10. Alcoholic beverages shall not be allowed on school premises.
11. Refreshments will be in designated areas only.
12. Use of tobacco products shall not be allowed on school premises.
13. Each user must agree to and sign the following:

The user shall agree to indemnify, save and hold free and harmless, the School District of New Holstein, their officers, agents, and employees, from and against all claims, demands, loss, liability, cost or expenses of any kind or nature whatsoever which the school district, their officers, agents or employees or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the public school building and equipment as provided herein.

(Signature of User)

(Date)

(To be completed by building principal and sent to district administrator upon completion of use.)

1. Quoted cost – if applicable. _____
2. Number of charged janitor hours _____
3. Number of charged cook (kitchen) hours _____
4. Cost for auditorium technician _____
5. Room rental cost. _____

(Principal's Signature)

(Date)