

**GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT**

The person requesting access must be over 18 years of age and a district resident.

**REQUIREMENTS PRIOR TO USE ARE:**

- a. full payment of any rental charge
  - b. full payment of any equipment/utility usage and personnel charge
  - c. proof of liability insurance to include a statement from the insurance company that insurance has been paid for and is in full force during the scheduled time of use and a copy of the insurance policy with a minimum liability coverage of \$1,000,000
1. The Board of Education reserves the right to refuse the use of school facilities/equipment when it determines to do so would be in the best interest of the community and school district.
  2. The authorized personnel of the school district shall have free access to all facilities/equipment subject to any use Approved Request Form at all times in order to check on proper use of the same.
  3. The Board of Education or designee may grant special requests, waive fees, demand additional regulations or refuse use of school facilities to any applicant as deemed desirable in the best interests of the school district and community.
  4. Persons in attendance at any use made of school facilities under an Approved Request Form will confine themselves to that portion of the facility assigned to the use of the Approved Request Form holder. It shall be the responsibility of each Approved Request Form holder to restrict its activities to the designated facility.
  5. In the event that school facilities are damaged during permitted use, which is not covered by insurance held by the Approved Request Form holder, the administrator, with approval of the Board, shall determine the amount of the damages and present a bill for the same to the Approved Request Form holder.

**See School Board Policy 830 and School Board Policy 830.1 Rule for a more detailed description of usage requirements, rules, and fees**

Revised and Approved: June 2017

# 2017-18 FACILITY/EQUIPMENT USE REQUEST FORM

830 - EXHIBIT

School District of Cadott Community

426 Myrtle St., Cadott, WI 54727 715-289-3795

Name of Group:		
Person Responsible:		Phone Number:
Email Address:		
Address:		
Type of Activity:		Number in Group:
Date (s) of Use:		Date (s) of Activity (if different):
Time of Actual Use:	Time of Activity:	<i>If on the weekends you will need the door programed in the Administrative Office.</i>
Keys Needed (or arrangements made to open doors):      YES      NO		
Area / Room (s) Requested: Circle Building:      HS      ELEM      SCHOOL FOREST		<b>Request door number to unlock:</b>
<b>Services/ Equipment Needed:</b> (Note: Please be specific on equipment needed)		
Microphone:	Podium:	Scoreboards:
Tables:	<i>If yes, how many?</i>	
Chairs:	<i>If yes, how many?</i>	
AV Equipment:	<i>If yes, how many?</i>	
Athletic Equipment:	<i>If yes, how many?</i>	
Mobile Bleachers:	<i>If yes, how many?</i>	
Mobile Sound System:		
<b>DO NOT ask custodians to open areas not approved or to release equipment not authorized!</b>		
Other Comments:		
<i>I agree that I will be responsible for the proper use of the facility/equipment, building security, and if there are any damages of any nature to school property or equipment accruing from this use, I will be responsible for payment of such damages. It is also understood that the School District of Cadott Community and its employees are not responsible for lost or stolen articles.</i>		
<b>HOLD HARMLESS</b>		
<i>The undersigned agrees to indemnify, save and hold free and harmless, the School District of Cadott Community and its officers, agents and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever, which the School District or its officers, agents or employees, may sustain or incur, or that may be imposed upon any of them, for injury to, or for the death of, persons, or for damages to property arising out of, connected with, or attributable in any way to the rental, use and/or occupancy of School District buildings as provided herein. The undersigned further agrees to defend the District, its officers, agents or employees at no cost to the District of these individuals should any claim or action as stated herein be asserted. If the undersigned fails to render defense on behalf of the District, its officers, agents or employees, the District may engage the services of attorneys of its own choosing to defend against such claims or actions, and the fees and costs of said attorneys shall be borne by the undersigned.</i>		
Date:	Signature:	
<b>FOR OFFICE USE ONLY</b>		
Proof of Liability Insurance:	Building Principal:	Athletic Director:
Amount of Fee Assigned:		
Approved:	Signature of Superintendent:	Date:
<b>DISTRIBUTION</b>		
Organization:	Administrator:	
Bookkeeper:	Custodian:	HS      ELEM
Building Principal:	HS      ELEM	Instructor
Athletic Director:	Cook:	
Custodial Supervisor:	Other:	

