

FACILITY/EQUIPMENT USE REQUEST FORM

Due to COVID-19 those using the district facilities must coordinate the event(s) with the Chippewa County Health Department and follow the instructed guidelines.

830 - EXHIBIT

Name of Group:			
Person Responsible:		Phone Number:	
Email Address:			
Date(s) of use:		Time of actual use:	
Date(s) of Activity (if different):			
Type of Activity:			
Circle Building: HS ELEM SCHOOL FOREST		Area / Room(s) Requested:	
Doors to be Unlocked:			Please note the times the chosen doors should unlock/lock:
<input type="radio"/> HS Commons 24W	<input type="radio"/> HS Weight Rm Entrance 13E	<input type="radio"/> Elem Front Entrance 1W	
<input type="radio"/> HS North End 1N	<input type="radio"/> HS Athletic Entrance 3E	<input type="radio"/> Elem North End 3N	
<input type="radio"/> HS North End 2N	<input type="radio"/> HS Office Entrance 5E		
			Keys or Fob needed? YES NO
Services/ Equipment Needed: Please be specific on equipment needed			
<input type="radio"/> Tables: (How many?)	<input type="radio"/> Podium:	<input type="radio"/> Scoreboards:	
<input type="radio"/> Chairs: (How many?)	<input type="radio"/> Microphone:	<input type="radio"/> Mobile Bleachers:	
<input type="radio"/> Mobile Sound System:	<input type="radio"/> AV Equipment:	<input type="radio"/> Athletic Equipment:	
<input type="radio"/> Other:			
Please DO NOT ask custodians to open areas not approved or to release equipment not authorized.			
Other Comments:			
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.			
HOLD HARMLESS			
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.			
Date:		Signature:	
FOR OFFICE USE ONLY			
Proof of Liability Insurance:		Building Principal:	Athletic Director:
Amount of Fee Assigned (if applicable):			
Signature of Superintendent:			Date:

School District of Cadott Community
 1500 State St. Cadott, WI 54601
 715-289-3750 FAX 715-289-3748

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.

Revised and Approved: June 2020

COVID-19 Addendum to “Facility/Equipment Use Request Form”

In December of 2019, a novel strain of the coronavirus (now named COVID-19) was detected and has subsequently spread throughout the world, including cases in the State of Wisconsin. The purpose of this addendum is to supplement and modify the School District of Cadott Community’s standard “Facility/Equipment Use Request Form” in light of the current COVID-19 pandemic.

Prior to the date of the event or activity described in the “Facility/Equipment Use Request Form,” the undersigned hereby agrees to review the guidance and recommendations of and/or consult with the Centers for Disease Control and Prevention, the Wisconsin Department of Health Services, and the Chippewa County Health Department to determine best practices for conducting the event or activity in the safest manner possible in light of the ongoing COVID-19 pandemic. Further, the undersigned agrees that the activity or event will be conducted in a manner consistent with the guidance and recommendations for best practices made by the Centers for Disease Control and Prevention, the Wisconsin Department of Health Services, and the Chippewa County Health Department. The undersigned agrees that any person displaying symptoms of COVID-19 will not be permitted to attend the event or activity and that participants and attendees of the event or activity will be required to employ measures to prevent the transmission of COVID-19, including but not limited to appropriate social distancing, sanitation, and (if recommended by the Centers for Disease Control and Prevention, the Wisconsin Department of Health Services, and the Chippewa County Health Department) the wearing of facemasks.

The undersigned acknowledges and agrees that the “Hold Harmless” provision contained in the “Facility/Equipment Use Request Form”—including the undersigned’s obligation to indemnify, save and hold free and harmless the School District of Cadott Community—is fully applicable in the specific context of the COVID-19 pandemic and any transmission of the disease between or among attendees and participants of the event or activity.

Signature

Date