

WL-S BUILDING USAGE REQUEST FORM

TODAY'S DATE: _____

Name of organization/event making request: _____

Dates requested: _____

Hours of Use: _____ Event Hours: _____

Main Contact Information

Name: _____

Cell Phone: _____ Home Phone: _____

Email: _____

Mailing Address (if outside organization): _____

Facilities Requested (check all applicable)

- | | | |
|---|---|---|
| <input type="checkbox"/> Cafetorium | <input type="checkbox"/> Stage/Dressing | <input type="checkbox"/> Main Gym |
| <input type="checkbox"/> Elem Cafeteria | <input type="checkbox"/> MS/HS Media Center | <input type="checkbox"/> Aux Gym |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Elem Media Center | <input type="checkbox"/> Athletic Field |
| <input type="checkbox"/> Concession Stand | <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Shelter House |

Other Facility: _____

Brief description of activity: _____

Number of participants: _____ Spectators: _____ Admission Fee (if applicable):\$ _____

Equipment Requested (check all applicable)

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Extension cord # _____ | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Chairs # _____ | <input type="checkbox"/> Microphone/PA | <input type="checkbox"/> Screen |
| <input type="checkbox"/> White tables # _____ | <input type="checkbox"/> Piano | <input type="checkbox"/> Risers |
| <input type="checkbox"/> Cafeteria tables # _____ | <input type="checkbox"/> Podium | <input type="checkbox"/> Shell |

Other: _____

Return to MS/HS Secretary at jnieman@wlstigers.org when completed.

Fees: Outside organizations may have one or more of the following fees (custodial, food service, rental fee, set up fee, and equipment fee) if required for your event dependent on the time, date, and needs of your activity. All fees will be determined by the school district and are due at the time of application approval prior to event.

Please note: If snow removal is necessary for your event and school is not in session, the organization must either cancel the event or use the District’s contract snow removal service at the organization’s expense.

Applicants must attach to this application and rental agreement a list of the officers of the applicant group and a copy of the liability insurance policy of the group, if such policy exists, unless otherwise waived in writing by the Superintendent and/or designee of the school district.

FOR SCHOOL PERSONNEL USE ONLY

Approval Granted _____ Date _____
(Athletic Director Signature)

Approval Granted _____ Date _____
(MS/HS Principal Signature)

Approval Granted _____ Date _____
(Elementary Principal Signature)

Approval Granted _____ Date _____
(Superintendent Signature)

COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education subscribes to the notion that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in the terms of its intellectual and social expression and development. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent. School-sponsored activities shall have first priority. The right to authorize use of the school facilities shall be retained by the Board and/or Superintendent through the appointed supervisor or employee. Such use will be determined by the district policy and will be only at such times as the facilities required are free from district curricular and extracurricular activities. The Board maintains its right to amend the policy as it sees fit.

BOARD RULES AND REGULATIONS

1. Written application to use school facilities shall be made with the building principal at least one week in advance.
2. The use of school facilities for sales conventions, commercial activities or "for profit" activities will be approved by the Superintendent and/or Board. This designation includes all individuals and organizations that do not qualify as tax-exempt and who charge admittance or accept donations to its activities. Fees will be set in accordance with each function with payment to be made in advance.
3. The building principal or his designee will be responsible for maintaining an accurate calendar of all uses of facilities by school and community groups, and communicating this schedule to the Superintendent's office.
4. The Superintendent shall require the Board to approve all universal fees for use of district facilities.
5. Sponsoring organizations shall provide sufficient, competent adult and/or special supervision.