

BERLIN AREA SCHOOL DISTRICT
CONTRACT FOR USE OF SCHOOL FACILITIES/EQUIPMENT

Please complete all sections of the form and return to Josh Youngbauer, Director of Operations
jyoungbauer@berlin.k12.wi.us 920-361-2000 ext 3017

Section 1
APPLICATION

Today's Date: _____

Is your organization located in the Berlin Community? YES NO Is it a 503(C) Organization? YES NO

Name of Group/Leader: _____ **Telephone Number:** _____

Address of Responsible Official: _____ **Number in Group:** _____

Purpose for use of facilities: _____

Event Date Requested: _____

Time requested from: _____ **to:** _____

Actual Event Times from: _____ **to:** _____

Building Requested: High School Middle School Clay Lamberton Elementary School

Facility Requested: LMC HS Commons Cafeteria Kitchen Science Lab

Auditorium Gym Multipurpose Room Football Field Varsity Soccer Field

JV Soccer Field Phy ED Soccer Field Football Practice Field Track

Football Filed Concession Stand Baseball Field HS Concession Stand PLC

Other:

Equipment needs:

Basic Microphone PowerPoint Ticket Booth Podium Scorer Table

Specialized Sound Video Dressing Room Set Prep Area Bleachers

Basic Lighting Stage Choir Room Technician Tables/Chairs

Specialized Lighting Seating Band Room

Other specialized equipment:
Setup Required?

Who will be responsible for setup?

Setup fees:
\$ _____

Yes No

Group District

SUPPLEMENTAL APPLICATION FOR USE OF SCHOOL KITCHEN

High School Middle School Clay Lamberton Elementary School
(at least ten days in advance)

ALL BERLIN SCHOOL KITCHENS ARE INSPECTED AND REQUIRE A "SCHOOL EMPLOYED" CERTIFIED FOOD SAFETY MANAGER TO BE ON DUTY DURING ANY EVENT USING A SCHOOL KITCHEN.

Person Responsible _____ Date Requested _____

Organization _____

Usage Date _____ Beginning Time _____ to Ending Time _____

Purpose _____

Signature of Person Responsible _____

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TO BE COMPLETED AND RETURNED TO ORGANIZATION UPON RECEIVING REQUEST. COPIES TO HEAD COOK AND BUSINESS OFFICE.

Usage Approved Yes _____ No _____

Director of Food Service's Signature _____ Date _____

Usage Approved Yes _____ No _____

Director of Operations' Signature _____ Date _____

SUPPLEMENTAL APPLICATION FOR USE OF HIGH SCHOOL THEATER

This application **must be** submitted to the principal's office at least ten days in advance of the scheduled event. Within one week of submitting, you will receive a copy which will indicate whether or not your request has been approved.

Please check below the areas needed, since only the area you check will be made available. **Under no circumstances will children be permitted in the building without adult supervision.** The applicant whose signature is listed below is responsible for the theater area.

PLEASE NOTE: School activities get first priority on theater usage. The school District retains the right to "bump" outside groups when deemed necessary to conduct a student-centered program.

NAME OF SPONSORING ORGANIZATION _____

TYPE OF ACTIVITY: _____

Will a charge be made or collection taken: _____yes_____no

Date(s) theater will be used: _____

Time school needs to be open: _____

SPECIFIC REQUESTS OR
NEEDS:

___Coat Racks

___Acoustical Shells

___Podium and speaker
system

___Concessions

___Piano

___Ticket Booth

___Risers

___Chairs

___Dressing Rooms

___Stage Thrust

___Stands

___Lighting and/or Sound*

___Other Needs – Please Specify _____

Since all buildings must be left in the same condition in which they are found, those persons responsible must be listed below with a phone number and address.

*** If lighting and/or sound equipment is required, a pre-qualified sound/lighting technician must supervise the event. One can be provided at \$30.00/hour. Contact BHS for A/V (Audio/Visual) pre-qualification information and details.**

Persons responsible:

Name _____

Name

Phone _____

Address _____

Custodial Charges: _____
(as assessed post event)

Phone

Address

Other Charges: _____

Director of IT Signature _____

Date _____

Director of Operations' Signature _____

Date _____

Section 2

BERLIN AREA SCHOOL DISTRICT FACILITIES USE GUIDELINES

PRIORITY OF USE

All school facilities will be reserved on a first come first served basis once the school district has reserved the space needed for its annual operations. In the event an outside organization has reserved a facility and that facility is needed for an outside event, the district's event will take priority even if the facility was previously reserved.

A facility usage request for a specific facility is not guaranteed. The Director of Operations will make the final determination for each outside organization's specific facility use request.

LIMITATIONS OF USE

The Board of Education reserves the right to deny uses of school facilities for activities which are harmful to district youth or incompatible with the mission of the District's schools.

INSURANCE REQUIREMENTS

The school district is not responsible for any bodily injuries or damage to or loss of property arising out of activities of any group that is not sponsored by the school district. Therefore, as a precondition for use of school facilities, entities or persons requesting use of school facilities will be **required to provide a certificate of liability insurance** covering bodily injury liability, property damage liability, and products liability (when food, beverages, etc., are dispensed). All certificates of insurance must identify the **Berlin Area School District** as a named insured.

GENERAL PROVISIONS

1. All fees will be invoiced post event and are payable to the Berlin Area School District.
2. The Board of Education has the right to alter any portion of this policy or procedure at any time and reserves the right to judge the eligibility of each organization individually as they request the use of school facilities.
3. The Board of Education/administrative team has the right to suspend designated fees when mitigating circumstances of individual applicants indicate such modification is in order.
4. Use of or sale of intoxicants or controlled substances will not be permitted in school building or on school grounds at any time under any circumstances. Smoking or use of smokeless tobacco will not be permitted in any area within school building or on school grounds.
5. All requests for the use of school facilities by any group must be made through the specific building at least **10 school days** in advance of the scheduled event. "Facility Use Applications" will be used to reserve the facility.
6. For security reasons keys will be given only to designated, authorized school employees or authorized district non-employees designated by the BASD. Keys must be returned the next school day. If the group is unable to provide authorized supervision, the District will appoint supervision at the rate of \$20/hr.
7. A designated, authorized school employee or authorized district non-employee designated by the BASD will be present at all times while people are present in the building. This individual shall be responsible for opening, closing, lighting, security and cleanliness of the building and will provide necessary custodial services for persons within the building.
8. The facilities will be open for community use at times to be designated by building requests. Activities/practices for elementary school-aged and middle school-aged children will conclude by 8:30 pm (except performances or games).
9. The use of the facility and conduct of the event shall comply with all local, state and federal laws, together with and including health orders, recommendations and best practices (including use of face masks and social distancing guidelines) designed to prevent COVID-19 virus transmittal. The

- group shall be responsible for the conduct and control of both patrons and participants.
10. No groups reserving BASD Facilities shall be allowed to sublet the buildings and grounds without proper authorization.

GUIDELINES FOR GYMNASIUM USE

1. All participants must wear gym shoes and furnish their own towels.
2. **Only** bottled water may be allowed in the gymnasiums.
3. Participants should be under direct visual adult supervision at all times.
4. No one is allowed on top of the bleachers when they are in the closed position in any gymnasium. Only adult staff will retrieve equipment that has landed on this surface.
5. Participants should remain in the gym and commons area during their scheduled time. Access to the high/middle or elementary school classroom area is prohibited unless accompanied by a school employee.

RESPONSIBILITIES OF THE ADULT SUPERVISOR AND USERS

1. Each group using school facilities **must** have a responsible adult in charge of the using group's activities.
2. The adult supervisor is responsible to be in the building before students enter the building.
3. Cleanup is the obligation of the responsible adult supervisor who reserved the facility.
4. The adult supervisor is required to supervise all group participants as well as other connected members to their event.
5. The organization members must remain in the designated areas at all times.
6. The adult supervisor will report any building or equipment damage to the building custodian or the School Administration immediately.
7. The adult supervisor will make sure that all members of the group have left the building, shut off the lights, and will be the last person to leave the building from that activity.
8. It shall be the responsibility of the group to pay for all damages as a result of improper use of the equipment of building. Any maintenance/additional custodial charges incurred will be billed after the event. Any group abusing the privileges granted shall be denied use of the building and grounds.

Berlin Area School District Facilities Use Fee Structure

	School Affiliated Groups	Community Non Profit & Local Government	Community For Profit	Outside Community
Auditorium	No Charge	No Charge	\$50 Per HR 2HR Minimum	\$150 Per HR 2HR Minimum
Kitchen/ Concessions	No Charge	No Charge	\$35 Per HR 2HR Minimum	\$50 Per HR 2HR Minimum
Natatorium @ Clay Lamberton	No Charge	No Charge	\$35 Per HR 2HR Minimum	\$50 Per HR 2HR Minimum
Clay Lamberton Elementary	No Charge	No Charge	\$35 Per HR 2HR Minimum	\$50 Per HR 2HR Minimum
Berlin High School	No Charge	No Charge	\$35 Per HR 2HR Minimum	\$50 Per HR 2HR Minimum
Berlin Middle School	No Charge	No Charge	\$35 Per HR 2HR Minimum	\$50 Per HR 2HR Minimum
Outdoor Facilities	No Charge	No Charge	\$50 Per HR 2HR Minimum	\$50 Per HR 2HR Minimum
Gyms and MPRs	No Charge	No Charge	\$35 Per HR 2HR Minimum	\$50 Per HR 2HR Minimum

***All groups must fill out a building use form**

***There may be Custodial/AV fees added if this service is needed**

Section 4
AGREEMENT

The application of the undersigned Group for use of school facilities is granted under the following terms and conditions:

1. Authorization is limited to the Group's use of the particular building and equipment on the date and for the specific purpose as stated in the application appearing at Section 1 hereof. The Group is not otherwise authorized to use BASD facilities or equipment.
2. The fee for use of the facility shall be as follows:

Fee Calculation

Space Name	Total Number of Hours	Total Fee (See fee chart for more information)
		\$
		\$
		\$
	Grand Total	\$

The Group will be invoiced for such fee following the event.

3. The Group shall at all times comply, and shall ensure such compliance by all of its members and participants, with the Guidelines set forth at Section 2 hereof.
4. Prior to the scheduled use of the facility, the Group shall provide BASD a certificate of insurance issued to the Group evidencing a minimum of \$1,000,000 in general liability coverage, including coverage for bodily injury, property damage and products liability (when food, beverages, etc. are to be dispensed), and naming the Berlin Area School District as an additional insured.
5. The school district is not responsible for any bodily injuries or damage to or loss of property arising out of activities of any group that is not sponsored by the school district. Therefore, as a precondition for use of school facilities, entities or persons requesting use of school facilities will be required to provide a certificate of liability insurance covering bodily injury liability, property damage liability, and products liability (when food, beverages, etc., are dispensed). All certificates of insurance must identify the Berlin Area School District as an additional insured including primary and non-contributory wording and a 30 day notice of cancellation.
6. The Group agrees to assume responsibility for the safety of all participants and users of the School District's facility and equipment during the time and for the purpose for which use is authorized hereunder. Prior to the scheduled use of the facility, the Group shall provide BASD a Safety Plan that will be reviewed and approved before scheduling.

7. The facility and any/all equipment authorized for use by the Group hereunder are made available for use in an "as is" condition, without any representation or warranty by the District as to its condition, fitness or suitability for use. The Group shall be responsible for any damages to the facility or equipment authorized for use hereunder.

8. The Group hereby agrees to release, indemnify and hold harmless the Berlin Area School District and its board members, officers, employees, agents and volunteers from any and all liability, claims, demands, costs, expenses, and actions arising out of its use of the School District's facility and equipment during the time and for the purpose authorized herein.

9. In the event and to the extent that the activities conducted at the facility as part of the event authorized herein shall constitute a "recreational activity" as defined at Section 895.523 of the Wisconsin Statutes, this Agreement shall constitute a "recreational agreement" as defined therein.

Berlin Area School District

(Name of Group)

By: _____

Signed By _____

Printed Name _____

(Date)

Email Address _____

Address _____

OFFICE USE ONLY

(City) (State) _____

Rental Fees – Building

(Zip) Telephone: _____

Theater (sound & lighting)

SEND INVOICE TO:

Kitchen

Custodial Charges

Energy Fee

Supervision Charges

Copy to District Office - Date _____

Copy to Custodial - Date _____

Copy to A/V Tech - Date _____

Copy to Responsible Person - Date _____

Copy to Director of Operations - Date _____