

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

Today's Date: _____

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 Soccer Field
 Other:

Equipment needs:

Basic Microphone PowerPoint Ticket Booth Podium Scorers 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?**

Yes No

Who will be responsible for setup?

Group District

Setup fees:

\$ _____

Is take-down required?

Yes No

Who will be responsible for take-down?

Group District

Take-down fee:

\$ _____

Is clean-up required?

Yes No

Who will be responsible for clean-up?

Group District

Clean-up fees:

\$ _____

NOTE: PAGE 6 OF THIS CONTRACT MUST BE COMPLETED BEFORE SUBMITTING TO BUILDING ADMINISTRATOR.

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.

The charge for a certified food safety manager is \$30 per hour and must include set up and clean up time. A bill for the total cost will be submitted to the organization as soon as possible following the event.

Person Responsible _____ Date Requested _____

Organization _____

Usage Date _____ Beginning Time _____ to Ending Time _____

Purpose _____

Signature of Person Responsible _____

+++++

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

Usage Approval ___ Yes ___ No

Head Cook's Signature

___ Yes ___ No

Principal's Signature

Date

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. **There is a flat Theater rental/usage fee of \$125.00/event plus any technician and/or custodial charges assessed. These will be invoiced post event and are payable to the Berlin Area School District.**

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:

__ Podium and speaker system

__ Coat Racks

__ Acoustical Shells

__ Ticket Booth

__ Concessions

__ Piano

__ Dressing Rooms

__ Risers

__ Chairs

__ Lighting and/or Sound*

__ Stage Thrust

__ Stands

__ 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 _____

Phone _____

Address _____

Address _____

Custodial Charges: _____
(as assessed post event)

Other Charges: _____

Signature of Person Responsible

Principal's Signature

District A/V Approval: _____

Stipulations:

Date: _____

BERLIN AREA SCHOOL DISTRICT FACILITIES USE GUIDELINES

PRIORITY OF USE

The Board recognizes that school facilities belong to the school community. Therefore, it shall be the policy of the Board to encourage the use of school facilities by groups and organizations whose purpose and objectives contribute to the school or community.

The youth living within the school district boundaries will be given priority in using the school facilities. The Berlin Area School District recognizes the importance of the public and private school training as the feeder programs into the Berlin High School. Scheduling will be based upon age/grade level of group, the highest/oldest get first consideration. The order of priority is as follows:

IN DISTRICT

1. BASD high school events
2. BASD middle school events
3. BASD elementary school events
4. Private school middle school events
5. Private school elementary events
6. High school event - non school connected**
7. Middle school event - non school connected**
8. Elementary school event - non school connected**
9. Adult event/Adult directed - in district - non school connected
** (50% must be in district youth)

Out of District Requests will be considered if they do not interfere with the above priority list.

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. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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).
8. The purpose of the building use shall not violate any local, state or federal laws. The group shall be responsible for the conduct and control of both patrons and participants.
9. 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. Clean up 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
FACILITY FEE SCHEDULE**

All non-school related groups will be charged \$2.50 per hour with a minimum **\$25 energy fee per event** for use of school facilities (Please see the following pages) Once approved at the building level, the business office will process request. Cancellation will still result in above mentioned charges. Other charges may include custodial fees, kitchen use fees, and sound/light fees. These charges will be determined on a case by case basis, and invoiced as incurred after the event.

The undersigned organization by its authorized agent 1) agrees to pay for the use of the facility according to the fee schedule; 2) accepts full liability for any damage to persons, property or equipment resulting from the use of the Berlin Area School District facilities; 3) agrees to abide by all rules and regulations adopted by the Board of Education; and agrees to indemnify and to forever hold harmless the Board of Education, their officers, agents and employees from any and all claims whatsoever kind, nature or description arising out of any school facilities.

I have received and reviewed a copy of the BASD Administrative Rules and agree to abide by the rules and regulations set forth therein. If you have different billing information, please provide.

	Signed By _____
_____	Printed Name _____
(Building Administrator)	Email Address _____
_____	Address _____
(Date)	_____
	(City) _____ (State) _____ (Zip) _____
	Telephone: _____

OFFICE USE ONLY

Rental Fees – Building _____

Theater (sound & lighting) _____

Kitchen _____

Custodial Charges _____

Energy Fee _____

Supervision Charges _____

SEND INVOICE TO:

Copy to Business Office – Date _____

Copy to Custodial – Date _____

Copy to A/V - Date _____

Copy to Responsible Person – Date _____

Copy to Maint Director – Date _____

EXAMPLE:

Total hours Up to 100 = _____ x 2.50/hour = _____

Total hours over 100= _____ x .50/hour = _____

Make checks payable to: **Berlin Area School District**

295 E. Marquette St.

Berlin, WI 54923

Questions: Please call, 920-361-2004

Example 1:

Dates	Time Frame	Total Time (Round to nearest 15 minutes)
4/16/15	5:30 – 7:15	1.75
4/18/15	6:00 – 8:00	2
5/3/15	6:00 – 8:30	2.5
5/6/15	3:30 – 6:15	2.75
5/9/15	4:00 – 5:00	1
5/22/15	4:30 – 7:30	3
5/28/15	6:00 – 9:00	3

Total hours = 16 x \$2.50/hour = \$40.00

Energy charge for this example is \$40.00

Example 2:

Dates	Time Frame	Total Time (Round to nearest 15 minutes)
4/16/15	5:30 – 7:00	1.5
4/18/15	6:00 – 8:00	2
5/3/15	6:00 – 8:30	2.5

Total hours = 6 x \$2.50/hour = \$15.00

Energy charge for this example is \$25.00