

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

Date of Request: \_\_\_\_\_

Name of Group/Leader: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address of Responsible Official: \_\_\_\_\_ Number in Group: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time Requested from: \_\_\_\_\_ to: \_\_\_\_\_

Purpose for use of facilities: \_\_\_\_\_

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 needs/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:

\$\_\_\_\_\_

# 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 Principal)	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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies to Business Office – Date \_\_\_\_\_  
Copies to Custodial – Date \_\_\_\_\_  
Copies to A/V - Date \_\_\_\_\_  
Copies to Responsible Person – Date \_\_\_\_\_  
Copies to Chris Stemler – 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