

# SCHOOL DISTRICT of NEW BERLIN

4333 South Sunny Slope Road • New Berlin, Wisconsin 53151 • Phone 262/789-6200

## APPLICATION and AGREEMENT for the use of School Building

Sponsoring Organization	Address	Telephone

Date of Application	Set-up time includes rehears-Actual time of event	Day of Event	Date of Event
From:      To:	From:      To:		

Title of Event	Type of Event
	<input type="checkbox"/> Concert <input type="checkbox"/> Conference <input type="checkbox"/> Film <input type="checkbox"/> Reception <input type="checkbox"/> Group Dining <input type="checkbox"/> Lecture <input type="checkbox"/> Lobby booth <input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Group Meeting <input type="checkbox"/> Other

Name of School	Facilities Desired	Estimated Attendance

Purpose of Organization & Purpose for which proceeds are to be used	Equipment / Technology Needs

Responsible Person(s)	Phone Numbers	Responsible Person(s)	Phone Numbers

**\*Snow Removal** - For Building use between December 1st and March 30th, a deposit may be required before the facility use form will be approved. The unused deposit will be refunded or applied to the balance.

<p>The undersigned applicants agree to abide by all rules and regulations adopted by the Board of Education governing the use of the buildings and to see that the same are carried out and obeyed by others; to assume responsibility for and to make good any damage done to the building or equipment during the period of rental; to pay all fees, assessments, labor, material, and utility costs associated with such rental as set by the Board of Education and/or business office, and to pay any and all costs associated with the collection of those charges; to indemnify and to forever save harmless the Board of Education and its officers, agents and employees from any and all claims of whatsoever kind, nature or description arising out of the use of any of the school facilities controlled by said Board, pursuant to the foregoing application or any modification thereof.</p> <p>A Certificate of Liability Insurance with minimum coverage of \$2,000,000/occurrence will be required prior to issuance of this agreement in accordance with Board Policy #1330 unless otherwise required by law. The School District of New Berlin must be named as an additional insured covered by the policy. The Certificate of Liability Insurance must indicate the Certificate Holder as: School District of New Berlin, 4333 S. Sunny Slope Road, New Berlin, WI 53151.</p>	Admission charge Adults: _____ Children: _____
	FOR SCHOOL USE ONLY
	Dumpster fee      \$ _____ Usage fee      \$ _____ Rehearsal fee      \$ _____ Extra Services      \$ _____ *Snow Removal fee      \$ _____  Other Fees      \$ _____ TOTAL      \$ _____ Terms are Net 30 Days
	Signed by _____ Organization _____ Telephone _____

White copy: Custodian      Yellow copy: Organization      Pink copy: Business Office      Goldenrod copy: School Office

\*\* Do Not advertise your event until there has been formal acceptance / authorization from your school.

\*\* All information on this form must be filled in to process your request.

Please be sure to READ and SIGN and DATE the GROUP CONDUCT information on the reverse side of this form.

To: Leaders of groups using space at \_\_\_\_\_. (School Name)

**PARKING**

All cars must be parked in designated parking areas.  
At no time may cars be parked in front of the building.

**ENTRANCE AND EXIT**

Groups will be admitted at the designated time indicated on the Building Use Form.  
Groups must leave the building at the designated exit/end time on the Building Usage Form.  
**PLEASE NOTE:** Some buildings may not be open for groups to use when school is not in session (i.e. Thanksgiving Holiday, etc.)

**CARE OF AREA USED**

The area a group uses must be left in the condition that it was received in, clean.  
For soda, blood, or art material spills, the custodian must be contacted so that he will clean up that area of spill.  
Do not leave the spill(s) without contacting the custodian.  
If tables and/or chairs will be used:  
a. Tables need to be wiped clean  
b. Chairs need to be stacked or picked up (Check with custodian if there is a question).  
c. If whiteboards, etc. (as indicated in the Building Usage Form) will be used, they must be cleaned before leaving.

Groups renting/using the facilities are limited to the space requested and seating, if needed.  
School equipment (TV's, VCR's, sports equipment, etc) is not part of the rental/usage agreement under current Board policy.

**SUPERVISION**

An adult must supervise children, at all times, from entry to exit.  
Groups are expected to be in the reserved area only.  
An adult needs to supervise the use of restrooms.

**SECURITY**

Per policy 1330, "The rental group shall be responsible for developing and maintaining a safety plan to ensure the safety of their patrons and participants". A written safety plan indicating the name/names and cell phone numbers of designated safety personnel is required prior to the event. The safety plan must be turned in with your Facility Use Form.

I have read and agree to abide by the guidelines indicated above.

x \_\_\_\_\_  
Applicant Signature (**on all copies**)

\_\_\_\_\_ *Date*

Individuals may have severe allergies to such things as latex, foods (including tree nuts and peanuts), and chemicals. Please remain sensitive and exercise caution.