



Spooner Area School District

801 County Highway A · Spooner, WI 54801 · 715-635-2171 · www.spooner.k12.wi.us

APPLICATION FOR USE OF SPOONER AREA SCHOOL DISTRICT (SASD) FACILITIES

Requestor's Name:	Organization:
Address:	Address:
Phone:	Phone:
Email:	Email:
Person responsible: Contact #:	<input type="checkbox"/> In District Non-Profit <input type="checkbox"/> *In District For Profit <input type="checkbox"/> *Out of District (non-profit or for profit)

*See condition #5

Purpose for facilities use: _____

Single Day Request: **Event Date:** ___/___/___

Event Start Time: _____ (Set-up Time: _____) Event End Time: _____ (Clean-up Time: _____)

Multiple Days Request: (submit page 4)

Event Start Date: ___/___/___

Event Ending Date: ___/___/___

Overnight Storage Request [submit request (page 5) for board approval (see condition #9)]

Facilities requested:

Estimated number of people: _____

Facility	Notes
Gymnasium: <input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> High School	
<input type="checkbox"/> High School Auditorium	
<input type="checkbox"/> High School Choir Room	
<input type="checkbox"/> High School Media Center	
<input type="checkbox"/> High School Multi-Purpose Room	
<input type="checkbox"/> Elementary Cafetorium	
Commons: <input type="checkbox"/> Middle School <input type="checkbox"/> High School	
High School Concession Booth	
Classroom(s): <input type="checkbox"/> ES <input type="checkbox"/> MS <input type="checkbox"/> HS Room #	
<input type="checkbox"/> Other:	

Personnel Guidelines:

- An authorized district employee must be on duty when a building is used (condition #6).
- Personnel labor rates (\$37/hour) for actual, set-up, and clean-up hours apply to all group types.
- All personnel requests require department approval in addition to business office approval.
- If a specific employee is not requested, one will be assigned.

Personnel Requested:

Custodial Computer/ AV Tech (Auditorium/Cafetorium use only) Food Service (Kitchen use only)

Indicate staff member(s) you have made prior arrangements with or would like to request:

Staff Name(s): _____, _____, _____

Equipment Guidelines:

- It will be the general policy not to lend any items of equipment for use outside the facilities;
- All equipment/furniture must be returned to its proper place;
- The organization is responsible for its own equipment as the School District does not carry insurance for these items.

Equipment Requested:

Custodial	Tech	Rate
<input type="checkbox"/> Chairs (#) _____	Microphone(s) (#) _____ <input type="checkbox"/> Lapel <input type="checkbox"/> Handheld <input type="checkbox"/> Desktop	\$25/day
<input type="checkbox"/> Tables (#) _____	<input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Smartboard <input type="checkbox"/> Television	\$25/day
<input type="checkbox"/> Podium	<input type="checkbox"/> DVD Player	\$10/day
<input type="checkbox"/> Athletic Equipment	<input type="checkbox"/> Laptop/Computer	\$25/day
<input type="checkbox"/> Other:	<input type="checkbox"/> PA System	\$25/hour
	<input type="checkbox"/> Specialized Lighting	\$25/hour

Details: _____

SASD TERMS OF USE:

The above named organization, _____, being duly legally organized as a _____ (corporation/partnership/other association), agrees to monitor and control the conduct of persons in and about the building and pay for any damage beyond ordinary wear and tear which may occur to this school property as a result of use by named organization. The named organization will carefully inspect the building prior to use and determine if it is configured and equipped so as to be safe for use by the persons who will be in the facility. The named organization further agrees that the school property will be used in accordance with rules and regulations of the school and School District. The named organization shall defend and hold the School District harmless from any accidents, injury claim, damage action, cause of action, judgment or liability of any type arising directly or indirectly from the use of the district's possessive property. The named organization will pay the cost of defense and pay the court's award of damages. The named organization understands that the School District reserves the right to cancel this permit for school purposes or for other priority reasons. The named organization understands and agrees to the terms of use described above and on pages 2 and 3 of this application.

- I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS FOR USING SCHOOL FACILITIES
- I HAVE ATTACHED A CERTIFICATE OF INSURANCE (as outlined in the conditions of use)

Authorized Representative (print name): _____

Signature of applicant: _____ Date: _____

Submit for approval to Sarah Hansen, Facility Coordinator in the SASD District Office:
 801 County Hwy A, Spooner WI 54801
hansens@spooner.k12.wi.us

OFFICE USE ONLY			
Building Personnel	District Administrator		Costs to be charge
Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Personnel Hours <input type="checkbox"/> N/A
Personnel notified:	Notes:		<input type="checkbox"/> Facility Rental <input type="checkbox"/> N/A
			<input type="checkbox"/> Equipment Charges <input type="checkbox"/> N/A
Date:	Signed:	Date:	A detailed invoice will be sent post-event

CONDITIONS OF USE FOR SCHOOL FACILITIES:

1. The school facilities of the Spooner Area School District may be made available for community use under conditions prescribed or permitted in accordance with policies adopted by the Board of Education (BOE). See policy 7510;
2. **All school sponsored activities shall have precedence over all other requests for the use of facilities;**
3. The organization's authorized representative shall complete this application and return it to the District Office;
4. The District Administrator, agent of the BOE, may grant permission for use of the school facilities if the request is not in conflict with school programs or BOE Policies;
5. For profit and/or out of district (including non-profit) organizations must submit this request form to the District Office by the second Wednesday of the month prior to the event for BOE approval at the regular monthly meeting and will be charged fees as outlined below;
6. An authorized district employee must be on duty when a building is used;
7. A district food service employee must be present when a district kitchen is used;
8. SASD does not insure for outside organizations. Therefore, we require a certificate of organizational liability insurance in which the School District is named insured for \$1,000,000.
9. The user shall be liable financially for damage to the facilities and equipment and for security, supervision and maintenance.
10. No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.
11. Overnight storage of property of outside organizations must have prior approval from the BOE. Therefore, the *Overnight Storage Request Form* (page 5) must be submitted to the District Office by the second Wednesday of the month prior to the event for Board Approval at the regular monthly meeting;
12. The sponsoring organization shall be responsible for the safety and conduct of the audience;
13. All doors and aisles shall be unobstructed and not barred or bolted at any time while the building is occupied;
14. All fire regulations must be adhered to;
15. Furniture or equipment may not be removed from school premises;
16. All vehicles parked on school property must remain fifteen (15) feet away from the buildings and entrances;
17. There shall be no smoking or use of other tobacco products in school facilities or outside grounds, including athletic fields;
18. There shall be no **intoxicating liquors, fermented malt beverages or controlled substances** brought to or consumed in school facilities or outside grounds, including athletic fields.

Adopted: 9/21/87, 4/15/91, 12/17/01, 3/12/15 – Board of Ed

Rev. 10/16/17, 2/19/18, 11/14/22

RATES & FEES

IN DISTRICT NON-PROFIT ORGANIZATIONS (Lions Club, Government Agencies, 4-H Groups, PTA, Music

Organizations or church groups):

- Equipment Charges apply, in requested
- Personnel Labor Rates may apply

FOR PROFIT and/or OUT OF DISTRICT (including non-profit) ORGANIZATIONS:

- Equipment Charges apply
- Personnel Labor Rates apply
- Rental Fees apply

PERSONNEL LABOR RATES:

\$37.00/hour per district employee assigned by the District Administrator to accommodate request

RENTAL FEES:

Facility	Capacity	Per Day
Gym – High School	1500-HS	\$300
Gym – Middle School	800-MS	\$300
Auditorium – High School	600	\$250
Cafetorium – Elementary	240	\$200
Gym - Elementary	350	\$225
Kitchen	3-6	\$80
Choir Room – High School	80	\$70
Media Center – High School	30	\$70
Multi-purpose – High School	300	\$25
Classroom	30	\$25
Commons – Middle or High	300	\$25
Concessions Booth – High School	4	\$25

Multiple Days Request Form

SASD Facility Use Request Supplement

Request Details:

Event Day 1: ___/___/_____

Event Start Time: ___:___ AM/PM
(Set-up Start Time: ___:___ AM/PM)
Special notes for this date: _____

Event End Time: ___:___ AM/PM
(Clean-up End Time: ___:___ AM/PM)

Event Day 2: ___/___/_____

Event Start Time: ___:___ AM/PM
(Set-up Start Time: ___:___ AM/PM)
Special notes for this date: _____

Event End Time: ___:___ AM/PM
(Clean-up End Time: ___:___ AM/PM)

Event Day 3: ___/___/_____

Event Start Time: ___:___ AM/PM
(Set-up Start Time: ___:___ AM/PM)
Special notes for this date: _____

Event End Time: ___:___ AM/PM
(Clean-up End Time: ___:___ AM/PM)

Event Day 4: ___/___/_____

Event Start Time: ___:___ AM/PM
(Set-up Start Time: ___:___ AM/PM)
Special notes for this date: _____

Event End Time: ___:___ AM/PM
(Clean-up End Time: ___:___ AM/PM)

Event Day 5: ___/___/_____

Event Start Time: ___:___ AM/PM
(Set-up Start Time: ___:___ AM/PM)
Special notes for this date: _____

Event End Time: ___:___ AM/PM
(Clean-up End Time: ___:___ AM/PM)

Event Day 6: ___/___/_____

Event Start Time: ___:___ AM/PM
(Set-up Start Time: ___:___ AM/PM)
Special notes for this date: _____

Event End Time: ___:___ AM/PM
(Clean-up End Time: ___:___ AM/PM)

Event Day 7: ___/___/_____

Event Start Time: ___:___ AM/PM
(Set-up Start Time: ___:___ AM/PM)
Special notes for this date: _____

Event End Time: ___:___ AM/PM
(Clean-up End Time: ___:___ AM/PM)

Overnight Storage Request

SASD Facility Use Request Supplement

Must be submitted to the District Office by the second Wednesday of the month prior to the event for Board Approval at the regular monthly meeting

Name: _____ **Organization:** _____

Event: _____ **Event Date:** _____

What items would you like to leave overnight and why?