



SHAWANO SCHOOL DISTRICT FACILITY USAGE GUIDELINES, WAIVER & AGREEMENT FORM

Community Education Director
(715) 526-2192 ext. 3102

Buildings & Grounds Director
(715) 526-3194 ext. 8011

Requesting Facility Usage/Rental

- Requests will be accepted from the public after July 1 for the following school calendar year.
- Application for facility permit will be made using the online request system at the Shawano School District website *at least 10 days in advance*.
- Purpose of the reservation and/or the type of meeting must be clearly stated on the application.
- All applications must be approved by the Community Education Office and/or Buildings & Grounds Director.
- Set-up and departure time must be included on each facility usage permit request.
- Upon approval, a copy of the permit will be sent electronically, to the party requesting the facility permit.
- When charges are applicable they will be estimated on the permit. Invoicing for usage will be computed after the event is held. Submit payment to the Shawano Community Education Office, 1050 S Union Street, Shawano, WI 54166. Make check payable to "Shawano Community Education".
- A certified check *may* be required.
- Any non-school district sponsored organization, group or individual using school facilities for a special event, sports tournament or league will be required to provide a **Certificate of Liability Insurance** in the amount of \$1,000,000, naming the Shawano School District as an additional insured.
- Since the Board of Education is charged by law with the responsibility for school facilities, it must reserve the right to deny facility usage when the Board deems it necessary.

Priorities for Facility Usage

1. Shawano School District
2. Shawano Recreation Department
3. Community Organizations

There may a **RARE** occasion when a school will arrange an activity after a community group has reserved space therefore needing to "bump" it. However, schools make a conscious effort to promptly notify the Community Education Office of all activities and only in emergencies may need to secure a building without advance notice.

Auditorium Rentals - For information on Auditorium rentals visit us online at ShawanoSchools.com
Click 'Community Education' then 'Facility Usage'.

General Regulations

- School personnel will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property.
- Alcohol, drugs, smoking, tobacco usage and weapons are prohibited in any school building or on school grounds.
- School Facilities will not be available on legal holidays.
- School facilities are not available for community use when school is not in session (non-student days) during the school year.
- If there are damages resulting in expenses incurred to the district for replacement/repairs as a result of the group's usage, the person(s) directly responsible or the organization will be responsible for reimbursing the district for all costs.
- A school district employee must be on the premises when buildings are in use.
- Custodial/cleaning service and other school personnel charges are based on actual time required for specific events.
- An extra charge will be assessed when additional clean-up is required beyond the rental. All equipment, decorations, etc., shall be immediately removed from the premises at conclusion of the event.
- When municipal regulations require (or at the discretion of the school administrator/custodian in charge) the presence of policemen or firemen, the sponsoring organization must agree to fully identify itself and the person who is the official representative of that organization.

Supervision: When using school facilities, organizations will furnish adequate adult supervision and will be responsible for properly caring for such facilities and leaving them in the same condition as when they arrived.

- Designated adult supervision must be provided at all times assuring that participants remain in designated areas.
- Running and horseplay is prohibited.
- The Supervisor shall remain until all members of the group have left the building at the conclusion of the activity.
- Minors cannot be left unattended. If they are, the police may be called.
- Alcohol, drugs, smoking, tobacco usage and weapons are prohibited in any school building or on school grounds.
- The organization using school property is responsible for all actions that occur in the facility as a result of their use of the facility.

- Those who use the school facilities must enforce the regulations for fire prevention and safety as well as to abide by the policies set forth by the Board of Education.

Renter/User Checklist

- EVENTS: Contact the Buildings & Grounds Director (by phone or e-mail) at least 2 weeks in advance of the rental to view the facility and discuss expectations and special needs. (715) 526-3194 x8011. easterj@shawanoschools.com
- EVENTS: Have a cell phone available to use to contact the custodian if necessary. A list of instructions and phone numbers for contacting the custodian will be provided at the meeting with Buildings & Grounds Director.
- EVENTS: Check in with the custodian/cleaning staff at time of arrival and prior to leaving the facility.
- ALL: Request equipment at time of making the facility usage request, not at time of arrival at the facility.
- Do not arrive prior to the permitted time or remain longer than time allotted. Especially when another group is scheduled immediately after your reservation. EVENTS: Allowances will be made for special clean-up circumstances when another group is not following your reserved time.
- Leave the facility the way you found it or better!
- Clean up the area to the best of your ability using the dry mop, wet mop and bucket, spray bottle and towel provided.
- Confine your activities to the areas reserved.
- Minors cannot be left unattended. If they are, police may be called.
- Food or drink is prohibited in the gyms and any carpeted areas. EXCEPTION: Bottled drinks WITH CAP and popcorn will be allowed in the gyms.
- POOL: ONLY bottled water WITH CAP is allowed into pool area on deck or in locker rooms. NO food or other drinks will be permitted.
- Place garbage in garbage cans.
- Fold, restack and store chairs after the activity has concluded.
- Complete an incident/accident form for any incidents or accidents that occur during the time your group is utilizing district facilities.
- Report any problems/incidents/accidents to the Community Education Office within 24 hours of the occurrence. – (715) 526-2192 x3102

Events/Tournaments

A representative from the organization will meet with the Buildings & Grounds Director at least two weeks prior to the event to review what is needed to assure a successful event. In addition to the conditions stated in this document the group will comply with the *Supervision & Clean-Up Procedures* given at the time of meeting.

Equipment

- Requests for use of school space DOES NOT include use of school equipment.
- Where special equipment is to be used, it must be requested and approved when use of facility is requested, not upon arrival for the event.
- Use of specific space (cafeteria, kitchen, A/V equipment, etc.) may require services of trained school employees as determined by the Director of Buildings & Grounds.
- Kitchen space or equipment is not to be used without prior authorization of the Food Service Director.

Parking

- Vehicles will use designated parking spots only.
- Vehicles are not allowed on school sidewalks.
- Fire lanes must be clear at all times.
- All loading and unloading must be done at the designated entrance.

School Closings When school is cancelled due to weather conditions all buildings will closed and no evening activities will be held. All permits will be void for that day/evening.

BUILDING USE WAIVER

It is understood that in further consideration of the facilities made available to the User, the User agrees to indemnify and save the District harmless against all claims, suits, demands, orders, judgment or other forms of liability as shall arise out of or by reason of action taken or not taken by the District under this contract, including but not limited to, damages and costs, for which the District may be found to be liable as well as reasonable attorney's fees and costs necessary to defend the interest of the District.

It is further agreed that this indemnification and hold harmless agreement will apply even if injuries or other damages are caused in whole or in part by acts of negligence by agents or servants or employees of the Board of Education.

Submitting your online request for facility usage indicates that your group understands expectations and agrees to the conditions stated in the "Facility Usage Guidelines, Waiver & Agreement" form.

Violations of conditions stated in the Facility Usage Guidelines, Waiver & Agreement may result in denial of future permits. It is the responsibility of groups using our facilities to inform and enforce the conditions stated in this agreement.