



**Onalaska School District
Facilities Request Form**

Allow 2 weeks before
Requested date for Processing

**Mandatory information*

Application Date: _____

Organization name - holder of insurance binder:
* _____

* Applicant Name: _____

* Mailing Address: _____

Person in charge: _____ Phone Number: _____ Type: _____

* Person in charge of Clean Up: _____ Phone Number: _____ Type: _____

Check all that apply:

Elementary Middle School High School Kitchen

Number of Rooms: Gym, Library, Multipurpose, Classroom, Kitchen, Commons, Weight Room, Field, Batting Cages

Room Type:

Dates:

Facility Time Needed:

From Time: Time To:

Allow time for set up and clean up of facility

Time Event Starts: AM PM

Weekend Use: Saturday Sunday

Number of Attendees:

Materials Needed:

Purpose of facility use:

Admittance fee:

It is the responsibility of Permittee to secure all outside doors and make sure all persons are out of the building. Open doors call out from the Sheriff's office to Maintenance staff requiring a two hour minimum rate at \$25.00/hour which will be charged to Permittee. Restrooms are to be kept orderly. If building use is on weekends, Permittee must meet with custodian prior to use day to ensure cleaning equipment will be made available. Kitchen use must be cleared with head cook and if guarantee not available from Permittee that cleaning will meet sanitary standards for federal food service, a cook will need to be hired for clean-up at a rate of \$25.00/hour. The Permittee also understands that all school related functions have priority use of the school facilities which may affect this request during its duration.

Permittee acknowledges reading and understanding of these provisions.

Permittee's Signature: *

Daytime Phone: *

Email Address:

OFFICE USE ONLY Do not write below this line additional signatures on reverse side

Office Use:

Building Principal Date

Maintenance Supervisor Date

Athletic Director Date

Superintendent Date

KEYS ASSIGNED AS APPROVED BY ADMINISTRATOR AND ATHLETIC DIRECTOR: _____

KEYS WILL BE RETURNED ON: _____

KEY NUMBER: _____

APPROVED AND
ADDED TO DISTRICT CALENDAR

REQUEST NOT APPROVED

Request Form for Use of Facilities

USE PERMIT

For the use of premises, the Permittee agrees to do the following things at the times and in the matter herein set forth, to wit: In view of the minimum rate being charged to the Permittee all preparation work is to be done by the Permittee. Any work or maintenance requested of the Onalaska School District will be charged by the District to the Permittee at cost.

All clean-up work must be completed within twelve (12) hours following the close of the activity or by the start of next scheduled activity to the satisfaction of the School District Administration. All refuse must be disposed of at the Permittee's expense.

Any undue wear and tear or damage must be repaired or replaced by the Permittee. The Permittee must provide security, attend to restrooms, and supervise parking according to policy set forth by the School District Administration.

This permit shall not be assigned or transferred in whole or in part unless the said action is first authorized by the Superintendent of the Onalaska School District No. 300.

WAIVER

I do hereby agree to hold harmless Onalaska School District No. 300 its officers, agents, servants and employees, from any suit, legal action, or claim for damages, whether personal injury, property damage, or death benefits that either myself or my estate representative may bring against such District, its officers, agents, servants, or employees which may occur as a result of the negligence or omission of such District, its officers, agents, servants or employees.

I specifically understand that Onalaska School District No. 300 has no obligation to grant me the above privilege and the privilege is granted only upon my agreement to hold such District, its officers, agents, servants, and employees harmless for any and all damage or injury done or caused to myself or my property; and in the event that I am injured or my property lost or destroyed, I shall bring no suit, legal action, or claim for damages against Onalaska School District No. 300, its agents, servants employees or officers.

I also understand that Onalaska School District No. 300, its officers, agents, servants and employees shall not be deemed to assume any liability for negligence of the signator of the Use Permit Application, the Permittee or any of the other participants or spectators of the above described purpose(s), nor for any defective or dangerous condition of the used facility or property of Onalaska School District No. 300 to act as required by State law or city ordinance.

This waiver and hold harmless form shall be effective from the _____ day of _____, 20____, and continue in effect for one (1) year from such date or until the termination of the above described Use Permit.

I understand that I have the right to bring action against Onalaska School District No. 300, its officers, agents, servants, or employees for their negligence, faults and omissions, and do hereby knowingly and intelligently fully waive such right to bring suit, legal action or claim for damages for any activity resulting from any participation in the above-described use granted by Onalaska School District No. 300.

I declare that the organization requesting use of facilities of Onalaska School District No. 300 does not, in fact, discriminate on the basis of race, color, religion, sex national origin, or age.

I have read and understand the conditions stated above * _____ (initial)

LEAVE NO TRACE

An adult must be present at all times.

Please follow these guidelines for Decorating and Clean-up.

Decorating:

ALL FLOORS

- NO PAINT
- NO Staples
- NO Tape
- Do not drag objects that will mar or scratch the finish.

WALLS:

- NO Industrial (duct) tape, blue tape only (painters tape)
- NO Nails
- NO Paint
- NO Industrial Staples

Gym Use:

No street shoes or tennis shoes that have been worn outside

Clean up:

Floors:

- Sweep floors - use dust pans
- Spot mop floors with water
- Vacuum (if available) carpets

Tables:

- Wash tabletops and benches
- Fold up tables and move to walls
- Hang all folding chairs
- Return all borrowed items to their original area.

General:

- Take trash to the dumpster; if available, reline garbage cans
- Flush toilets
- Check entryways and parking areas for litter
- Secure all windows and doors
- Turn out main lights (leave on security light as marked)

*

Signature

Date