

MENASHA JOINT SCHOOL DISTRICT

Application for Use of School Facility

Facility Use Coordinator
619 12th Street, Menasha, WI 54952
Phone: (920) 967-1996 Fax: (920) 967-1997

PERMIT ID #

Do not write in gray areas.

SCHOOL BUILDING/FACILITY	DATES REQUESTED:	NON PROFIT or FOR PROFIT EVENT	SET-UP BEGIN TIME:
FIELD/ROOM/SPACE REQUESTED		# ESTIMATED ATTENDING:	ACTIVITY START TIME:
EVENT TITLE	NAME OF CONTACT		ACTIVITY END TIME:
NAME OF ORGANIZATION			BREAKDOWN END TIME:
BILLING ADDRESS			CONTACT PHONE
Street _____			EMAIL
City _____ ZIP _____			

EVENT DESCRIPTION/EXTRA SERVICES/EQUIPMENT REQUIRED

IS AN ADMISSION FEE BEING CHARGED? <input type="checkbox"/> Yes <input type="checkbox"/> No	HAS YOUR ORGANIZATION APPLIED FOR FACILITY USE WITH MJSD SCHOOL DISTRICT BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

All information on this application must be completed and signed before this application will be approved.

I have read, understand and agree to abide by all PROCEDURES, RULES, REGULATIONS and INSURANCE COVERAGE REQUIREMENTS. Yes No

I am authorized to sign this agreement. Yes No

SIGNATURE OF APPLICANT _____	DATE _____	BUILDINGS & GROUNDS USE ONLY
		Custodial Fee _____ Custodian will be present from _____ to _____
SIGNATURE OF BUILDING PRINCIPAL _____	DATE _____	Recovery/Rental Fee _____ Total Fees _____
		Special Instructions _____
SIGNATURE OF FACILITY USE COORDINATOR _____	DATE _____	CATEGORY # _____ INVOICE # _____

FACILITY	Category 2	Category 3	Category 4	COMMENTS (DISTRICT)
ELEMENTARY SCHOOLS HOURLY RATES				
Classrooms	\$1.00	\$3.00	\$4.00	
Butte Des Mort Gym	\$6.00	\$23.00	\$32.00	
All Other Elementary Gyms	\$3.00	\$11.00	\$15.00	
Computer Labs All Schools (Per Computer / Per Hour)	\$1.25	\$1.25	\$1.25	
MIDDLE SCHOOL HOURLY RATES				
Classroom	\$1.00	\$3.00	\$4.00	
Large Gym	\$6.00	\$23.00	\$33.00	
Commons/Multi-Purpose Rooms	\$3.00	\$13.00	\$19.00	
HIGH SCHOOL HOURLY RATES				
Classroom	\$1.00	\$3.00	\$4.00	COMMENTS (APPLICANT)
Field House	\$18.00	\$73.00	\$104.00	
Auditorium	\$11.00	\$42.00	\$66.00	
Commons/Multi-Purpose Rooms	\$3.00	\$13.00	\$19.00	
Stadium Use (see Board Policy 830)				
Custodial charge @ \$34.00 per hour per Custodian will apply during entire time at event (before and after). Food Service charge @ \$36.50 per hour per Food Service Staff will apply when Kitchen is requested.				

<p>Group 1</p> <p>The District will impose no rental use charge and no custodial charge when a custodian is present as part of his/her normal work schedule and no additional time is required. This category includes school related activities, such as ASM, parent-teacher organizations, district and allied organizations, District Board of Directors, Menasha Education Foundation, staff and in-service training meetings, CLC group meetings, site councils, district sponsored co-curricular activities, and school groups using the facility for fundraising (ASM, PTA/PTO, booster club) an insurance waiver can be requested from the Director of Business Services. Public elections are also included in this category.</p>	<p>Group 2</p> <p>The District will impose a cost recovery fee, but will impose no rental use charge for the use of school facilities by these organizations and may waive custodial charges when a custodian is present as part of his/her normal work schedule. This category includes youth sports, groups and childcare with a majority of Menasha students. Also included in this category are governmental agencies (city, fire districts, etc.), and Menasha neighborhood associations.</p>	<p>Group 3</p> <p>The District will impose a modified commercial rental fee, appropriate custodial fees and recovery fees for this type of use. This category includes groups that do not serve the local community directly or do not have a majority of their members/participants residing in the District, such as youth sports/leagues/groups that do not have a majority of Menasha students and private educational groups and universities whose enrollment is open to Menasha School District staff for continuing education.</p>	<p>Group 4</p> <p>The District will impose a rate high enough so that tax-supported school facilities shall not be in unfair competition with privately owned companies in the business of renting such space. Commercial applicants must be able to demonstrate that comparable privately owned facilities are not available on the date(s) requested.</p>
---	---	---	--

APPLICATION PROCEDURES

1. Applications for the use of facilities may be obtained at all School offices in the Menasha Joint School District.
2. The applicant is encouraged to directly contact the school to check on dates that a particular space is available.
3. Complete the Application for Use of School Facility request form. Provide all requested information to avoid unnecessary delays in processing your application.
4. Applications for all uses of school facilities shall be submitted to the building principal or building designee.
5. If approved by the principal, the application is forwarded to the Facility Use Coordinator. The Facility Use Coordinator will make the final decision and assign fees and additional requirements as appropriate.
6. The application must be received at least seven (7) days prior to the facility use. Application processing will begin in June for events that will occur in the fall and in December for events that will occur in the spring. Submission in advance of these dates will not guarantee approval of your application. Our fiscal year is September through August. For groups with events spanning two fiscal years, invoices will be separated by fiscal year.
7. Payment for charges must be received immediately upon invoicing after the facility use.
8. Permit copies will be sent to the Principal, filed at the Buildings & Grounds office and returned to the applicant with an invoice if appropriate. A copy of a signed application becomes the applicant's official request for use. If the application is not consistent with the Board policy, or the space is not available, the contact will be notified by the Facility Use Coordinator.

Multiple Uses: A single application may be made for a series of meetings of like character to be held at the same school facility. However, separate applications must be submitted for each school facility requested for use.

Cancellation: The applicant shall give at least two days notice to the Facility use Coordinator of any cancellation of previously scheduled facility use. In the case where proper notice is not given, the District may charge for any expenses incurred and cost recovery or rental fees will be assessed.

Permits (if necessary): Applicants are responsible for obtaining any required permits and for satisfying all city, county, state and federal codes and regulations associated with the proposed activities.

Appeals: The Director of Business Services possesses the authority to make the final decision on the use of school facilities and the appropriate charges. However, the applicant may appeal such decision to the Superintendent.

RULES & REGULATIONS

1. District or school organization activities shall have priority over other requests for use of facilities, regardless of prior approvals or the date of application.
2. The District reserves the right to refuse any application or cancel a previously authorized use permit and refund the unearned portion of any payment made when it deems such action is in the best interest of the District.
3. Authorization for the use of school facilities shall not be considered an endorsement or approval of the using group, nor the purposes they represent.
4. Sponsoring organizations or individuals requesting use of facilities and/or equipment of the Menasha Joint School District shall not discriminate on the basis of race, color, religion, sex, national origin, marital status, physical or mental disabilities, or age.
5. Sponsoring organizations shall have sufficient competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time a use permit is granted.
6. All people are to be in the area specified in the agreement for facility use. Users failing to comply may have their permit terminated.
7. The purpose of the use must be as stated on the application; deviation shall be considered a breach of contract and may result in the permit being terminated.
8. The District reserves the right to reject any application when it believes a commercial facility would be more appropriate.
9. Organizations using facilities agree to restore equipment and furniture to its original arrangement and to leave the facility clean. If custodial service has been arranged, they will perform the final cleaning and site inspection.
10. All applicants may be held responsible for any expenses incurred by the District arising from the use of the facility. In the event of damage, each applicant agrees to promptly pay the District's invoice for the amount due. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required.
11. Facilities will not be made available for any use which might result in undue damage or wear.
12. The use of tobacco products, alcoholic beverages and other narcotics is prohibited by law in school buildings and on school grounds.
13. Boisterous conduct, betting, or other forms of gambling are prohibited in school buildings and on school grounds.
14. Keys to the buildings or facilities will not be issued to any individual or group unless authorized by the Director of Business Services. Building custodians or other authorized District personnel will open doors.
15. The building custodian shall be in the building when a District facility is in use by any non-district group, unless authorized by the Supervisor of Buildings & Grounds. The custodian shall remain in the building during the entire event and will be responsible for closing and securing the building after the use.
16. The use of decorations or the application of material to walls or floors shall be at the discretion of the building principal and the Supervisor of Buildings & Grounds.
17. All meetings shall terminate and rooms be vacated by 9 p.m. on weekdays during the school year, unless approved by the Supervisor of Buildings & Grounds.
18. Use of certain equipment or services may require training or additional charges.
19. The use of kitchens is dependant on the approval of the Supervisor of Food Services. When school kitchens are used, a food service employee will be present or an in-service will be required. The requestor must also meet the requirements of the Menasha Health Department.

The District shall have the right to monitor all user events and may require termination of any event that does not comply with District policy or is contrary to the law.

INSURANCE COVERAGE

1. The applicant agrees to obtain, prior to its use of the facilities, comprehensive general liability insurance with minimum benefits of \$1,000,000 per occurrence with an annual aggregate of not less than \$2,000,000. The Menasha Joint School District is to be named an additional insured. A certificate of insurance must be received by the district prior to approval and use of any district facility.
2. Applicant accepts conditions and status of the requested facility and understands that this permit may be revoked or cancelled any time with or without cause and the applicant shall have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from such revocation or cancellation.
3. The applicant agrees to exercise the utmost care in the use of the school facilities and agrees to protect, indemnify, and hold harmless the Menasha School District from all claims, liabilities, damages, or rights of action resulting from the use of said facilities, except for the sole negligence of the Menasha School District.