

Northern Ozaukee School District  
Application for Use of School Facility



This form is to be completed and returned to the building principal's office at least two weeks prior to the date for which use of school facilities or equipment is being requested. Board policy concerning use of school facilities is to be read, understood, and complied with by the person(s) and/or group making the request.

**Please print:**

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Specific facility being requested (e.g., OMS Gym, Fine Arts Center) \_\_\_\_\_

2. Date(s) of use: \_\_\_\_\_

3. Hours of use: \_\_\_\_\_

4. Type of activity for which facility is being requested: \_\_\_\_\_

5. Will the service of any school personnel, custodians, cooks, teachers, etc., be expected or required?  
 No  Yes

If so, specify needs here and understand that you will be charged for these services.

\_\_\_\_\_  
\_\_\_\_\_

6. Will any admission fee or charge be made?  No  Yes (indicate amount \$ \_\_\_\_\_)

7. Will decorations be used?  No  Yes (type \_\_\_\_\_)

8. Will refreshments be served?  No  Yes (type \_\_\_\_\_)

9. If this request is for a weekend or time outside of normal working hours, the building will be locked. How will the building be opened and secured again? Check one:

Hire school personnel at \$30 per hour

Member/friend of our organization who is a district employee will be present at activity.

Name of individual: \_\_\_\_\_ Phone: \_\_\_\_\_

I, the undersigned, will be present and in charge of this activity. I accept full responsibility for the care of school property and equipment, will supervise the conduct of those in attendance, will clean up at the conclusion of the activity, and will enforce all Board of Education policies pertaining to the use of school facilities and equipment (please see reverse).

I further understand and agree to provide, if requested, a certificate of insurance naming the school district as an additional insured and naming me/my organization as the primary insured for this event/activity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Request approved  denied  (reason: \_\_\_\_\_)

Principal's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Copy to: Buildings & Grounds Director  
Requestor  
School file

**COMMUNITY USE of SCHOOL FACILITIES and EQUIPMENT** (excerpt)

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with any aspect of the school program or conflict with the prime purpose for which they were intended (Wis. Statutes Ec. 0.29(7) and 40.30(2)(3)(4)(5). A standard "Use of Facilities" form will be available in the district office and will be part of the administrative procedures. All arrangements shall be subject to the provisions which follow:

**A. Granting of Approval**

1. The superintendent or designee is authorized to approve and schedule the use of school facilities by non-school organizations for whose activity no admission charge is made.
2. The Board reserves the authority to approve the use of school facilities to non-school organizations for whose activities admission is charged.

**B. Free Use**

Free use of facilities may be provided for special adult/youth activities serving district residents, conducted by the Girl or Boy Scouts, 4-H Clubs, church organizations, and for the meeting of the PTR and other related activities, as long as a custodian, staff member, district employee, or recognized district resident leader is present to open and close the building, and provided such activity is in the general interest of school and/or community. Use of the Fine Arts Center will require a fee for all groups as outlined below under **E. Rental Fees**.

Damage to the building and/or contents will be assessed to the person signing the application.

Future use will be determined by the condition of the facility after usage.

**C. For Private Gain**

Guidelines are to be followed for use of school buildings or other facilities by any organization operated for private gain.

- Guidelines include whether the organization:
  1. Would be in conflict with Board policies.
  2. Would adversely affect the district's reputation or image.
  3. Promotes engagement of illegal activity.
  4. Is contrary to the ethical principles and beliefs of the Board.
  5. Would appear to exploit or demean a person based upon, among other things, the person's protected status.
  6. Promotes the use of tobacco products, drugs, alcohol, or gambling.
  7. Will be in conflict with the mission of the Board or the Board's curriculum and/or instructional program.

**D. Use of Equipment**

School equipment may be loaned to responsible community groups or individuals for a worthy educational, civic, or charitable purpose when:

1. The group borrowing the equipment agrees to:
  - a. Accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
  - b. A competent operator is assured for proper use of any such equipment.
  - c. A written record will be kept of all equipment removed from the premises with the person responsible for it.

**E. Rental Fees**

The Board may grant use of school facilities for private use and/or to responsible organizations charging an admission. The following rental fees will be charged (three-hour rates):

High School Gym.....	\$200	Warrior Café/ Commons.....	\$200
Middle School Gym.....	\$200	NOSD Kitchen Facility.....	\$100 (see G. 9)
Elementary School Gym.....	\$50	Warrior Café/Commons & NOSD kitchen Facility	\$300 (see G. 9)
Any Classroom.....	\$25	Fine Arts Center.....	\$500 (see G. 9)
Other (to be determined by the superintendent)			

These rental fees do not include services of custodians, cooks or other staff which are extra, if needed.

**F. Use of School District Kitchen**

New HACCP (Hazard Analysis Critical Control Points) regulations state, "External groups that use the school kitchen must do so under the supervision of a food safety-certified food service employee." Proof of certification will be required prior to use of the facilities. If needed, Northern Ozaukee School District can provide a certified food service employee to the organization at the contracted rate.

**G. General Regulations for Any Use of School Facilities**

1. Smoking is prohibited on all district property as per Wisconsin State Statute 120.12.
2. There shall be no alcoholic beverages or liquor brought to or consumed in the building or on school grounds.
3. Putting up decorations for scenery or moving pianos or other furniture is prohibited unless special permission is granted.
4. Nothing shall be sold, given, exhibited, or displayed without permission.
5. The applicant is held responsible for the preservation of order and good conduct.
6. The applicant agrees to make reimbursement promptly for any loss or damage incurred during the applicant's use of facilities.
7. The right to revoke approval at any time is reserved by school authorities.
8. All activities staged and operated in the building and on grounds under the jurisdiction of the Board shall be supervised by a staff member or other acceptable leadership, responsible to the Board or its constituted authority.
9. If services such as custodians, cooks or other staff are required beyond their regular school duties/hours, a charge per hour will be assessed.

• Additionally, the organization/individual **will not**:

1. Be in conflict with Board policies.
2. Adversely affect the district's reputation or image.
3. Promote engagement of illegal activity.
4. Be contrary to the ethical principles and beliefs of the Board.
5. Appear to exploit or demean a person based upon, among other things, the person's protected status.
6. Promote the use of tobacco products, drugs, alcohol, or gambling.
7. Be in conflict with the mission of the Board or the Board's curriculum and/or instructional program.

**H. Legal Disclaimer**

To the extent any in-person events are scheduled by the Northern Ozaukee School District in accordance with guidelines and restrictions of state and local public health officials existing at the time of such an event, participation in and attendance at any such events is completely voluntary. Persons attending any such in-person events expressly agree to hold the Northern Ozaukee School District harmless and waive any claims against the Northern Ozaukee School District for any illness or injury that may result from their voluntary participation in or attendance at any such in-person event.