

TWO RIVERS PUBLIC SCHOOL DISTRICT

Facility Request and Permit Information Packet

The Two Rivers Public School District Board of Education encourages the use of school facilities by our community.

Application for use of building:

- a. The attached application must be completed to specify the total facilities and equipment requested, the dates and times needed, name of organization or group, use, type of group, and name of the person to contact within such organization or group.
- b. The application shall be submitted at least 7 working days prior to the usage date.
- c. Liability insurance coverage may be requested of the organization or group. When required, a certificate of insurance must be attached to the application. Minimum acceptable limit is \$1,000,000. A signed copy of the Certificate of Liability Insurance may be required prior to using district facilities. Further, the liability insurance policy may require the District be named as additionally insured.
- d. The applicant shall indicate if food or other materials will be sold or distributed and whether an admission fee is charged.
- e. The District reserves the right to deny the use of school facilities.
- f. The user organization or group shall be responsible for payment of damages occurring during use.
- g. The user organization or group shall be liable for personal injury occurring as a result of use.
- h. Alcoholic beverages, drugs, or other controlled substances are not allowed in school buildings or on school grounds. Smoking is prohibited on school property by State Statute.
- i. Supplies, sporting equipment, audio-visual equipment may be available for use but must be pre-arranged before meeting time and specified on the application. If a group brings in its own equipment, the District assumes no liability in connection with the use, loss, or damage of that equipment. Any equipment must be removed from site after usage is completed.
- j. Groups are responsible for all clean-up of the activity to include inspecting bathrooms and notifying custodians of problems. If the facility requires additional cleaning after renter's usage, additional fees will be charged. The user organization or group shall provide sufficient supervisors, chaperones, or crowd control personnel. School personnel on duty (custodians or building monitor) will supervise the operation of the facilities, but are not required to supervise the group or its activities. For safety reasons, youth need to stay with the group and must be supervised at all times.
- k. If the building request is for the gymnasium, it is required that all people attending wear tennis shoes.
- l. The following chart indicates which groups will be charged:

Group Type	Custodial Overtime? <i>(Beyond work hours or on weekends)</i>	Facility Charge?
<i>School Sponsored Activities (athletics, plays, assemblies, etc.)</i>	No	No
<i>Community based not-for-profit groups (Scouts, churches, etc.)</i>	Yes	No
<i>Community based for-profit groups</i>	Yes	Yes
<i>Non-Community based not-for-profit</i>	Yes	Yes
<i>Individuals</i>	Yes	Yes

The School District shall not discriminate in the methods and practices of school facility use on the basis of age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or expression, genetic information, color, handicap, or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

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Facility Rental Schedule and Rental Fees

No rental fee to be charged for public school related groups. Groups from the Two Rivers School District not sponsored by the public school are to apply for use of facilities to the building principal. All supervisory and custodial costs are to be taken care of by the user. If the facility requires additional cleaning after renter's usage, additional fees will be charged.

Facility Rental	0-4 Hours	5-8 Hours	9+ Hours
Cafeteria*	\$50, custodian, and support staff fee	\$100, custodian, and support staff fee	\$150, custodian, and support staff fee
Auditorium (includes lighting, sound system, etc)	\$100 and custodian fee	\$200 and custodian fee	\$300 and custodian fee
Cafetorium* (Cafeteria/Auditorium)	\$150, custodian, and support staff fee	\$300, custodian, and support staff fee	\$450, custodian, and support staff fee
TRHS Gymnasium	\$50 and custodian fee	\$75 and custodian fee	\$100 and custodian fee
TRHS Pool	Instruction/Classes offered through Recreation Department and lifeguard certification/recertification classes offered through TRHS		
TRHS Weight Room	Programs arranged through TRHS or Recreation Department		
TRHS Classrooms	\$10 per session*		
LBC Gymnasium	\$35 and custodian fee	\$60 and custodian fee	\$85 and custodian fee
Koenig/Magee Gym	\$35 and custodian fee	\$60 and custodian fee	\$85 and custodian fee
Key: * Kitchen will require district staff supervision ** Additional fees may be assessed if areas other than defined in the chart are requested.			
NOTE: CUSTODIAL AND SUPPORT STAFF FEES ARE IN ADDITION TO FLAT RENTAL FEES			

	Hourly Rate	Overtime Hourly Rate	Double Time Hourly Rate (Sunday or Holiday)	Hours x Hourly Rate	Total
Custodian	\$29.35	\$44.02	\$58.70		
Kitchen Staff	\$18.26	\$27.40	NA		

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Building Request Form

Submit this form to the Building Secretary.

Building secretary will send the original to the Director of Maintenance & Operations for consideration, fee designation, and possible approval. The Director of M & O will confirm approval or denial with the building principal and secretary. The building secretary will contact the organization, collect rental fees 2 days prior to the scheduled event, and submit a copy of the building request form & check to the district bookkeeper.

Facility/School:		Date request submitted:	
Organization:			
Activity:			
Areas needed:			
Equipment needed:			
Food or other materials to be sold:			
*Actual Event Start Time: am/pm <i>*Includes set up/clean up time.</i>			
Reservation:	Date:	Time:	am/pm to am/pm
	Date:	Time:	am/pm to am/pm
	Date:	Time:	am/pm to am/pm
Contact person:			
Address:			
Phone number:			
Email:			

Groups are encouraged to have first aid materials available.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:

(Organization) _____ hereby indemnifies and holds harmless the Two Rivers Public School District from and against any or all liability, express or implied, and losses, claims, damages, demands, costs, including reasonable costs and attorney fees for defense, and including, but not limited to, claims for personal injury or death and claims for property damages, caused or alleged to be caused in whole or in part by

(Organization) _____.

BINDING EFFECT:

This agreement is binding upon and shall insure to the benefit of the parties hereto, their respective officers, directors, agents, employees, heirs, personal representatives, successors and assigns. Pursuant to State Statute 125.09 (2), no tobacco or alcohol use will be permitted on any school district premises.

PRIORITY CLAUSE:

Every effort will be made to accommodate rooms and schedule; however, should it become necessary to hold a school-sponsored event, the Two Rivers Public School District reserves the right to cancel the building use permit by the private group.

Signature _____ Date _____

Individual in charge of event

Completion and submission of this form does not guarantee permission/reservation to use the facility until the permit on the back of the request is signed and completed by the District.

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Facility Permit-Office Use Only

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Building secretary will send the original to the Director of Maintenance & Operations for consideration, fee designation, and possible approval. The Director of M & O will confirm approval or denial with the building principal and secretary. The building secretary will contact the organization, collect rental fees 2 days prior to the scheduled event, and submit a copy of the building request form & check to the district bookkeeper.

Groups Using the Space (charging no admission fee)		
Permission is granted for use of school facilities as noted on request form (previous page).		
Insurance Received <input type="checkbox"/> fill in box and attach copy of insurance certificate to this permit, if requested		
Fees if any:		
Custodial Fee:		
Other Fees:		
Total:		
After event inspection-Space required additional cleaning: Yes No *photos, documentation attached		
Group Both Renting the TRHS Cafetorium and Charging Admission ONLY		
Permission is granted for use of school facilities as noted on request form (previous page).		
Insurance Received <input type="checkbox"/> fill in box and attach copy of insurance certificate to this permit		
Admission Price:	No. of Tickets Sold:	Amount Collected:
Food or other materials to be sold:		
The rate charged for this event is 15% x _____ amt collected = _____ fee *Minimum fee: \$175 **Maximum fee: \$400		
Custodial Pay:		
Other Fees:		
Total:		
After event inspection-Space required additional cleaning: Yes No *photos, documentation attached		
Approval and Authorization of Facility Permit-Confirmation Date _____		
Group Renter Signature		date:
Director of M&O Signature		date:
Principal Signature		date:
Business Office Signature		date:
*If a waiver of fees is desired, please put such a request in writing and submit it to the Two Rivers Public School District Board of Education, 4521 Lincoln Ave, Two Rivers, WI 54241.		