



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

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MONONA GROVE SCHOOL DISTRICT FACILITY RENTAL AGREEMENT

Those requesting non-profit status must submit a 501(c)(3) form.

1. To request a rental date, please submit a request at <https://fs-mononagrove.rschooltoday.com/authentication/credential/login/> at least 7 days prior to the event.
2. All organizations using our facilities (“Renter” or “Renters”) are liable for the rental fee established by the Monona Grove School District (“District”). The staff is not empowered to offer discounts to any group. Please be aware of these fees when you plan your use of our facilities. Custodial fees, and any other fees, will be listed separately on your invoice and are based on man hours. For weekend and District holiday events, Renters will be charged custodial fees based on the number of hours expended in opening, supervising, cleaning up and securing the building. Events involving large numbers of participants may require additional staff, at an additional cost to the Renter.
3. Modification to reservations may be made without a fee with forty-eight (48) hours advance notice for school day requests or seven (7) days for non-school day requests.
4. A cancellation fee of a minimum of two hour usage, or the full rental fee if the reservation is for less than two hours, shall be charged to the Facility Requester for cancellation of requests with less than 48 hours (2 business days) advance notice for school day requests, and seven (7) calendar days notice for non-school day requests.
5. No shows will be charged the full rental fee.
6. The District may cancel the facility use at any time up to forty-eight (48) hours before the activity for any reason, and with less than forty-eight (48) hours in emergency circumstances. Notice will be given to Renter.

7. No overnight rentals are allowed.
8. Activities involving children require adequate adult supervision (age 21 or older). No less than one adult for every two children under age 15 is required. Adult supervisors are responsible for maintaining order and control of children during the activity. For crowd control at events attended by more than 500 people, the District may require the Renter to arrange and pay for at the Renter's own expense, one school resource police officer for up to 1,000 attendees followed by an additional school resource officer each additional 1,000 attendees.
9. Renters may not “sublet” to other people or organizations.
10. District buildings may not be used for fundraising events.
11. Kitchen and serving areas are available for rental in close partnership with the District’s School Nutrition Department. Unapproved kitchen access is prohibited. Food and supplies may not be purchased or prepared outside of the District’s policies, rules, and procedures. Food prepared in outside kitchens may not be brought into the District’s kitchen and serving areas for storage, serving, or sale.
12. 110V power (only) is available for tenant use.
13. Renter’s participants must observe all parking restrictions on District property. Renters may not charge for parking and must provide supervision and crowd control in parking areas, if required by the District.
14. No use of fire, flame, smoke, or fireworks of any kind are allowed on District property.
15. The possession or use of firearms, weapons, look-alike weapons or chemical irritants is strictly prohibited on premises owned or rented by or under the control of the District.
16. Possession or use of alcohol, drugs and/or tobacco products is prohibited on District property.
17. Renters and Renter’s participants must comply with all applicable board policies and all rules applicable for the facility being rented, including but not limited to expectations for [Monona Grove Pool Rentals Guidelines and Rules](#) and [Monona Grove High School Rules for Use of John Klement Stadium Turf](#).

18. Equipment and furniture in facilities must be put back as found. The facilities must be left in good condition, and free from refuse and other debris.
19. Adequate and acceptable supervision is the responsibility of the Renter.
20. The District has an exclusive contract for the vending of soft drinks, fruit drinks, teas, etc. that are vended at Monona Grove High School. Only products from the exclusive vendor can be sold at the high school.
21. All operation and use of lighting and sound department equipment will be handled through the light/sound technicians and/or the audiovisual department. An hourly rate will be charged.
22. Renter will pay for snow removal if their event is the only event scheduled at the facility the day of the Renter's event if the Renter still wants to hold the event. If the District is closed due to weather, all events are canceled.
23. Renter assumes full responsibility, and shall reimburse the District within 30 days, for the cost of repair of any damage and cleaning resulting from the Renter's activity. The District shall not be responsible for any damage whatsoever to the Renter's property. Appropriate gym shoes must be worn in the gymnasium at all times.
24. Renter hereby releases, waives, and discharges the District, its officers, employees, and its agents from all liability, claims, and causes of action based upon the actions or omissions of the District, its officers, employees, or agents arising in connection with the Renter's use of District facilities, including any liability, claims, and causes of action brought by Renter or its agents, officers employees, members, sponsoring organizations, or independent contractors, including their heirs, successors, assigns, and legal representatives; provided, however, that this waiver and release does not include injury, damage, or loss resulting from the intentional or reckless acts of the District, its officers, employees, or agents.
25. Renter also agrees to indemnify and hold harmless the District, its officers employees, and agents, from and against all losses, damages, monetary awards and expenses, including all costs and reasonable attorney fees, incurred in connection with any claims brought against the District, its officers, employees, or agents, for any injury, illness, disease, death, or damage to property, arising from or in connection with the Renter's use of District facilities. Notwithstanding the foregoing, this hold harmless and indemnification provision does not include losses, damages, monetary awards, and expenses arising from the intentional or reckless acts of the District, its officers, employees, or agents.

26. Non-Waiver. Nothing herein is intended or shall be construed as a waiver of defenses or immunities (including the limitations of Wis. Stat. § 893.80) available under the law which the District is entitled to raise, nor shall the purchase of insurance by the parties constitute a waiver of any such defenses and immunities.
27. Renter must provide a certificate of insurance, naming “Monona Grove School District, the Monona Grove School District Board of Education, its employees and agents” as additional insureds. There must be a minimum of \$2,000,000 per occurrence liability coverage by your organization (or the organization that sponsors your group) for active use of the facility. There must be a minimum of \$1,000,000 per occurrence liability coverage policy by your organization (or the organization that sponsors your group) for passive use of the facility. Failure to provide the certificate of insurance as stated above will result in cancellation of the rental. Renters must also provide proof that any employees are covered by worker’s compensation insurance in statutory amounts.
28. Invoices will be mailed monthly, and payment is due in 30 days. A second notice will include a \$25 late fee. After no response to a second notice, the debt may be transferred to a collection agency and any open rentals will be cancelled. No future requests will be processed for the Renter until all delinquent invoices and fees have been paid.
29. If Renters violate any terms of the rental agreement, the District may terminate the use of the facilities immediately, and future rental requests may be denied.
30. The District complies with all laws regarding sex offenders on school property. Renters are required to comply with these laws as well.
31. The District reserves the right to deny access to anyone to the extent permitted by law, including but not limited to, an individual who has been convicted of any crime, including but not limited to sexual abuse, is or has been a registered sex offender, has ever been convicted of any offense in relation to the use, sale, possession or transportation of narcotics or habit-forming and/or dangerous drugs, or is presently or habitually under the influence of dangerous drugs or chemicals, narcotics or intoxicating beverages.

Cross Reference:

Board of Education Use of District Facilities

- [Policy 7510](#)
- [Administrative Guidelines 7510a](#)