

**SCHOOL DISTRICT OF MAUSTON ----- FACILITY USE APPLICATION AND PERMIT [Pol. 830E]**  
 510 Grayside Avenue, Mauston WI 53948 (608) 847-5451

**REQUESTOR AND EVENT INFORMATION – PLEASE COMPLETE ALL BOXES ON PAGE 1**

|   |  |                                    |
|---|--|------------------------------------|
| Organization or User Name [Please type or print clearly.]     |  | Name of Contact Person             |
| Name of Fiscal Agent (if different than organization or user) |  |                                    |
| Mailing Address of User or Fiscal Agent                       |  | Telephone Number of Contact Person |

|                    |  |
|--------------------|--|
| Building Requested | Specific Space, Room or Area Requested |
|--------------------|--|

|                  |  |   |                   |
|------------------|--|---|-------------------|
| Date(s) of Event | Do these dates include any Saturdays or Sundays?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Time/Hours of Use Requested (a.m./p.m.)<br>From:                                  To: | Time Event Begins |
|------------------|--|---|-------------------|

|  |                      |  |
|--|----------------------|--|
| Description or Type of Activity [conference, meeting, banquet, program, tournament, concert, etc.] | Estimated Attendance | Is an admission fee to be charged?<br><br>If yes, list amount: |
|--|----------------------|--|

Additional information, comments or special needs:

**NOTE: EQUIPMENT and SUPPLIES ARE THE RESPONSIBILITY OF THE LESSEE; UNLESS REQUESTED AND APPROVED IN ADVANCE BY THE BUILDING ADMINISTRATOR.**

The undersigned has been given authority to act for and be responsible for the user making application. He/she will see that the facilities are not misused, that there is adequate adult supervision at all times, that the facilities are used in accordance with all policies and regulations of the Mauston Board of Education and that all other terms of the use agreement are adhered to and followed [Ref. Board Policy 830 and 830R Use of School District Facilities].

The undersigned agrees to pay the rental rate as stated, and such costs for services of personnel as are indicated or may occur. It is agreed that any damage beyond normal wear and tear while being used for the purpose requested will be the liability of the undersigned and/or the organization which s/he represents.

In consideration of the facilities made available to the User, the User agrees to indemnify and to forever hold harmless the School District of Mauston, its officers, agents, and/or employees against all claims, suits, demands, orders, judgments or other forms of liability as shall arise out of or by reason of action taken or not taken by the district under this contract, including but not limited to damages and costs, for which the district may be found liable, as well as reasonable attorneys fees and costs necessary to defend the interest of the District.

SIGNATURE OF REQUESTOR:

|            |       |                  |
|------------|-------|------------------|
| PRINT NAME | TITLE | DATE OF REQUEST: |
|------------|-------|------------------|

**DISTRICT STAFF: TURN OVER FOR BUILDING DISTRICT APPROVAL AND ASSIGNMENT OF RENTAL FEES AND APPLICABLE CHARGES**

**REQUESTORS - DO NOT WRITE BELOW THIS LINE**  
**THIS PAGE IS FOR BUILDING PRINCIPAL, ATHLETIC DIRECTOR AND/OR DISTRICT OFFICE USE ONLY**

|   |               |                                    |
|---|---------------|------------------------------------|
| <b>DISTRICT ATHLETIC DIRECTOR SIGNATURE*</b><br>(*when request is for use of athletic fields or MHS/OMS gymnasiums) |               | <b>Date</b>                        |
| <b>BUILDING PRINCIPAL SIGNATURE</b>   |               | <b>Date</b>                        |
| <b>Approved</b>   | <b>Denied</b> | <b>If denied, state reason(s):</b> |
| <b>SUPERINTENDENT OF SCHOOLS SIGNATURE</b>  |               | <b>Date</b>                        |
| <b>Approved</b>   | <b>Denied</b> | <b>If denied, state reason(s):</b> |

**DISTRICT OFFICE ASSIGNMENT OF RENTAL FEES AND OTHER CHARGES**

|   |  |   |
|---|--|---|
| <b>GROUP CLASSIFICATION</b><br>(Ref: Board Policy 830R)<br><br><input type="checkbox"/> <b>Class 1</b> <input type="checkbox"/> <b>Class 2</b><br><input type="checkbox"/> <b>Class 3</b> <input type="checkbox"/> <b>Class 4</b> | <b>RENTAL FEE:</b><br><br>\$ _____<br><br>*Per Board Policy 830R | <b>Custodial Hours Required? (non-school days)</b><br>_____ YES      _____ NO<br><br><b>Use of Kitchen Space Requested?*</b><br>_____ YES      _____ NO<br><small>(*If yes, District kitchen staff member must be present.)</small> |
| <b>ACTUAL ADDITIONAL CUSTODIAL COSTS:</b>   | \$ _____   | <input type="checkbox"/> <b>One Time Charge</b> <input type="checkbox"/> <b>Charge Per Day/Date</b>   |
| <b>ACTUAL ADDITIONAL KITCHEN STAFF COSTS:</b>   | \$ _____   | <b>Note: Actual custodial and/or kitchen staffing costs incurred in the use of school district facilities will be invoiced to the User or Fiscal Agent following the approved event(s).</b>   |
| <b>TOTAL FEES AND CHARGES:</b>  | \$ _____   | <b>Additional Notes/Information:</b>  |

**Instructions to Requestor:**

1. Complete page 1 of the Facility Use Request Form. Please print clearly.
2. Submit completed form to the *building principal or office of the building of which you are requesting use.*
3. Upon approval by the principal and district office, a copy of the form will be returned to you as confirmation of approval.
4. Mail or deliver checks made payable to the School District of Mauston to Mauston School District Office, 510 Grayside Avenue, Mauston, WI 53948.

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School buildings and facilities of the School District of Mauston shall be made available to the public as freely as is consistent with State Statutes and Board policies.

School district facilities and/or grounds will be made available for community use in the following order of priority:

1. The requirements of Mauston School District student programs shall receive first consideration in the assignment of school facilities.
2. Approved youth groups shall be given consideration over adult groups.
3. School related organizations such as PTC (Parents and Teachers for Children) and adult education programs shall be given priority over non-school-related organizations.
4. In-district organizations shall be given priority over out of district organizations.

Any group or organization wishing to use school buildings or property for meetings, recreation or other purposes must make written application using the facilities reservation form provided by the district.

Use of school buildings and facilities shall be in accordance with established rule and school board policies. Fees will be charged in accordance with Rule 830R – Use of School Facilities (Rule).

The District Administrator shall develop and administer specific requirements and restrictions for the utilization of school facilities, equipment and services.

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Legal Reference:        Sect. 120.10 (9-10), Wis. Stats. Sect. 120.13(17),(19) and (21)

Cross Reference:        830R – Use of School Facilities (Rule); 830E –Facilities  
Reservation form

Approved:                6/16/2014

Reviewed:                3/17/2014

Modified:

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The Superintendent of Schools may authorize the use of facilities, equipment and services within the following requirements:

1. The groups or individuals applying for the use of school facilities will guarantee orderly behavior and will be responsible for the cost of any damages that may result from such use.
2. The applicants may be required to file a certificate of insurance and must assume complete responsibility for all liabilities.
3. The following classification of groups and schedule of rates shall apply to organizations or individuals reserving and/or renting school facilities:

**CLASS I GROUPS: Free Use of School Facilities**

1. Free use of school facilities may be granted to the following organizations:
  - A. School Organized or Affiliated Groups: parent-teacher groups, teachers' associations, scholarship associations, school committees, non-profit tutoring classes, booster clubs, school groups for performance events, and staff- or teacher-led social/activity groups. For example, PTC, Golden Eagle Athletic Boosters, Band Boosters, youth soccer and wrestling signups, school district concerts, .
  - B. Youth Services Groups: For example, Boy Scouts, Girl Scouts, 4-H groups, Brownies, Cub Scouts.
  - C. Civic, recreation and citizen organizations: district citizen groups and civic organizations, recreation programs and municipal trainings or small-group meetings ), for example, Mauston Summer Recreation, City fireworks, Mauston Food Pantry; American Red Cross.
2. Free use of school facilities may be granted to the above groups, as approved by the building and Superintendent of Schools, provided that:
  - A. The group does not operate for profit;
  - B. Use of facilities or green space does not interfere with school district programs;
  - C. Use of the facilities is after school hours, Monday through Friday, and within the hours that custodians are regularly on duty;

**Continued:**

- D. Use of facilities will not create additional supervisory or custodial requirements;
- E. Organizations and groups provide sufficient supervision to restrict use to permitted areas and to reset the facility for school use;
- F. No admission fees are charged; and
- G. Events do not have more than 100 participants or attendees (with the exception of school district – concerts and performances and city fireworks display).

**CLASS II GROUPS:** Approved local philanthropic, church, and cultural groups, fine arts associations, theater groups and other organizations not operating for profit, and devoted to community interest and child welfare (church youth basketball leagues, small group piano recitals) .

**CLASS III GROUPS:** Organized for profit groups within the district which use profit for the advancement of the group (for example: local chambers of commerce events, political groups fund raisers, etc.)

**CLASS IV GROUPS:** Groups based outside the school district which operate for profit, or charitable, philanthropic, educational, civic or commercial purposes (for example, for-profit races or tours, state organization events).

**SCHEDULE OF CHARGES:**

| SPACE                | BASIC RENTAL FEES <sup>1</sup><br>(Not Including Actual Custodial or Kitchen Staff Costs) <sup>2</sup> |          |           |                          |
|----------------------|--|----------|-----------|--------------------------|
|                      | CLASS I  | CLASS II | CLASS III | CLASS IV                 |
| Classroom            | No Charge  | \$15     | \$25      | \$30                     |
| Library              | No Charge  | \$20     | \$30      | \$40                     |
| Computer Lab         | No Charge  | \$25     | \$40      | \$50                     |
| Gymnasium            | No Charge  | \$50     | \$75      | \$100                    |
| Wrestling Room       | No Charge  | \$30     | \$50      | \$75                     |
| Kitchen <sup>2</sup> | No Charge <sup>2</sup>   | \$75     | \$85      | \$100/\$200              |
| High Sch. Auditorium | No Charge  | \$75     | \$100     | \$150/\$300 <sup>3</sup> |
| Commons/Cafeterias   | No Charge  | \$50     | \$75      | \$100/\$200 <sup>3</sup> |
| Swimming Pool        | No Charge  | \$75     | \$100     | \$125                    |
| Athletic Fields      | No Charge  | \$25     | \$40      | \$50/\$100 <sup>3</sup>  |
| Green Space          | No Charge  | \$50     | \$75      | \$100/\$200 <sup>3</sup> |
| Parking Lot(s)       | No Charge  | \$25     | \$40      | \$50/\$100 <sup>3</sup>  |

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<sup>1</sup>The above fees may be modified at the discretion of the Superintendent of Schools in consideration of multi-week use by local non-profit or church groups.

<sup>2</sup>The school district requires that when kitchen space is used by groups or organizations, a school district food service staff member must be on site. Actual hourly wages will be invoiced.

<sup>3</sup>Fees may be doubled for Class IV Groups with more than 100 attendees, at the discretion of the Superintendent of Schools.

All requests for the use of school facilities by any outside organizations shall be made as follows, and in agreement with the following guidelines:

1. All applications for use of school facilities shall be submitted on facilities reservation forms secured from the building offices or from the district office.
2. An application for the use of any school building or room must be submitted to the principal for signature verifying that the facility is available on the date and at the time requested.
3. The application is submitted to the Superintendent of Schools for review and approval. The School District and or the Superintendent of Schools have the right to deny the application.
4. The School district of Mauston has the right to assess and invoice rental fees in accordance with established charges, including any additional costs incurred by the need for custodial or kitchen staff to be present.
5. The School District of Mauston reserves the right to suspend or modify designated fees when mitigating circumstances of individual applicants indicate such modification is in order.
6. All applications for the use of school facilities must comply with the legal requirements as prescribed by the Wisconsin Statutes.
7. The use or sale of tobacco, alcoholic beverages or illegal drugs is prohibited in or on any school property at any time under any circumstances.
8. The use of signage or advertising which depicts alcoholic beverages, tobacco or illegal drugs is prohibited in or on any school property.
9. Property belonging to outside organizations or individuals shall not be stored on school property without prior approval of the Superintendent of Schools.
10. Any organization or individual using any school facility shall be responsible for any damage to or breakage of school property resulting during the period of use by such organization.
11. The applicant is held responsible for the preservation of order and the supervision of all participants by responsible adults.
12. The district administration will have free access to all rooms at all times.
13. Temporary building and/or room access keys will be issued only to authorized, designated personnel, as approved by the building principal.

- The renter is responsible for securing the building or area after use, including locking doors, turning off lights, and placing garbage in the receptacles provided.
14. Renters may not sublet any school district facilities to other individuals, groups, or other organization; nor allow any other unauthorized individual to have access to or use any keys issued for the original event and/or user.
  15. Adult supervision is required at all times. Adult supervisors must be in the building or area at all times when students or group members who are minors are present.
  16. Renters or their adult designees are responsible to report any building or equipment damage to the custodial staff, the building principal or to the Director of Buildings and Grounds.
  17. The Board of Education has liability insurance which covers only school employees.
  18. Any lessee who does not comply with the regulations may be denied future use of school district facilities.
  19. Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the Mauston School District, their officers, agents and employees from all claims demands, loss, liability, cost or expense of any kind or nature whatsoever which the Mauston School District, their officers, agents or employees, or any of them may sustain or incur, or death of persons or damages to property arising out of, connected with, or attributable to rental, use and occupancy of the public school building as provided herein.

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Legal Reference:        Sect. 120.10 (9-10), Wis. Stats. Sect. 120.13(17), (19) and (21)

Cross Reference:        830 – Use of School Facilities; 830E –Facilities  
Reservation form

Approved:                6/16/2014

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