

COMMUNITY RELATIONSUSE OF AUDITORIUM AND EQUIPMENTCONDITIONS FOR USE OF SCHOOL PROPERTY

All non-school organizations and individuals that have received the approval of the board or its designee for the use of school facilities must strictly adhere to each requirement of the following rental conditions:

1. Individuals or organizations desiring to use the auditorium shall file an application with the auditorium manager for such use. The Board of Education hereby designates the auditorium manager to consider such applications on the basis of this policy and empowers the auditorium manager to act upon such requests. Applications must be signed by an adult who is authorized by the organization to sign for the organization during time of auditorium use. Usage shall be compatible with Wisconsin State Statutes (Sec. 120.13, subsections 17-21) and federal laws governing schools. Usage shall also be in accordance with school district goals and objectives.
2. Religious and political groups shall be governed by the Statutes of the State of Wisconsin. Religious groups shall be required to pay a fee for use of facilities.
3. School age groups within the limits of the school district not under the jurisdiction of the board of education may be permitted to use the auditorium as approved by the board or its designee without charge.
4. Users or renters of school property must file a certificate of insurance showing bodily injury liability limits of \$250,000.00 each person and \$500,000.00 each accident, property damage liability in the amount of \$100,000.00 each accident to cover the user's or renter's liability during the entire time of use of the property.  
  
Exceptions regarding providing a certificate of insurance may be made if in the opinion of the Board of Education or the superintendent it is not practical to request a certificate from a particular group or organization because their purpose of requesting the facility is to serve the district residents. (e.g. public hearing)
5. The renter or user of the auditorium will comply with and enforce all state and local regulations for fire prevention and safety.
6. No part of the auditorium shall be used unless at least one adult from the renting or using organization is in charge and that adult be present at the very beginning of any activity and remain until all people have left the building.
7. The schedule of fees will apply to groups as determined by the Board of Education. Fees may be waived as determined by the Board of Education or its designee.
8. School sponsored parent-teacher groups may be permitted to use the auditorium without charge.
9. Organizations renting the auditorium where there is clearly a need for services of stagehands, shall be required to use school employees or people designated by the school.
10. The auditorium manager shall determine if and when custodial or other help must be employed as a condition of auditorium use. Charges for these services to be determined by the Board of Education and paid to the school district. Payment of services rendered by Board of Education employees shall be made by the Board of Education. These payments shall be taken into consideration when the fee schedule is determined.

COMMUNITY RELATIONS

USE OF AUDITORIUM AND EQUIPMENT

CONDITIONS FOR USE OF SCHOOL PROPERTY (continued)

11. Groups must confine their activities to the space scheduled. The custodian will not open any rooms except those specifically approved.
12. The Board of Education or its representatives must have free access to all rooms at all times.
13. The auditorium will be open approximately one hour before any function begins. Exterior doors must remain locked until that time.
14. The Board of Education will not assume any responsibility for non-school property brought into or left in the auditorium.
15. The use of any equipment which may damage the floor or auditorium is prohibited. All equipment must be approved by the auditorium manager in charge of the activity.
16. Nothing may be used by the renter or user which defaces the auditorium fixtures, walls, or floors (no holes cut, nails or screws used, etc.)
17. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless permission is granted by the auditorium manager.
18. Wax or special floor dressing shall not be used by any group using the auditorium.
19. No electrical equipment shall be brought in for use or wiring changes made without approval and inspection by the auditorium manager.
20. Unruly behavior in the auditorium is prohibited.
21. The renter or user of the auditorium shall not, either at rehearsals or performances, themselves use or permit the use of alcoholic beverages or tobacco in the building or on the grounds of the auditorium or any school property.
22. Food, gum, or drink is not allowed in the auditorium at any time.
23. Nothing shall be sold, given, exhibited, or displayed without permission.
24. Curtains on the stage may be used by the organization renting or using the auditorium provided they are not rolled, tied, or taken down.
25. The auditorium or any other room used by the applicant will be examined carefully after use, and the applicant agrees to make restitution promptly for any loss or damage occurring during applicant's use of said room or rooms.
26. The renter or user shall be fully responsible for auditorium equipment and property, and shall pay for any damage incurred.

COMMUNITY RELATIONS

APPLICATION AND AGREEMENT FOR USE OF AUDITORIUM

The undersigned ("Applicant") hereby applies this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to the School Board of the Southern Door County School District ("School District") for use of the auditorium and if this application is granted, in consideration of the granting of the application and other consideration set forth, hereby agrees that this application constitutes a binding contract between the undersigned and the School District for use of such school facilities.

A. APPLICANT INFORMATION

Name of Organization \_\_\_\_\_

Date(s) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ a.m. p.m. - a.m. p.m. -  
Desired Month/Date/Year to Month/Date/Year Time to Time

Day(s) of Week \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

Name of Person In Charge During Use (If Different Than Person Submitting Application)  
\_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Type of Activity (Brief Explanation) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Admission Charge (if any) Adults \_\_\_\_\_ Children \_\_\_\_\_

APPLICATION AND AGREEMENT FOR USE OF AUDITORIUM

C. AUDITORIUM USER RENTAL FEE SCHEDULE

General Rates:	Auditorium Manager	\$30.00/hr
	Custodian	\$21.00/hr
	Lights/Heat/Air	\$10.00/hr

Additional district employee help needed, as determined by the Auditorium Manager, will be billed at prevailing district rate.

Equipment Rates:	Follow Spotlights	\$35.00/day
	Microphones/Headsets	\$ 3.00 each/day
	AV Equipment	\$20.00/day
	Lighting Board	\$35.00/day

Other Equipment (Rate to be determined by Auditorium Manager)

Other: An additional fee of \$80.00/4 hour period of use may be charged plus 10% of box office revenues.

A two hundred dollar (\$200.00) refundable deposit will be required of out-of-district users or renters.

All fees will be billed to the undersigned organization by the School District with payment due upon receipt of the bill.

Note: Fees may be waived for non-profit organizations within the district who sponsor activities for Southern Door school-age youth (Lions, 4-H, etc.)

D. REPRESENTATIONS AND FURTHER TERMS

The Applicant, individually and on behalf of the undersigned organization, hereby represents and agrees as follows:

1. All of the foregoing information is true and correct.
2. Applicant is authorized to execute this Application on behalf of the undersigned organization. Applicant will, before using the Auditorium, furnish to the School District a resolution signed by the undersigned organization authorizing this Application and use.
3. Applicant has received a copy of the Board of Education policies on building use, has reviewed such policies, and certifies that the use for which this application is made will comply with all such policies. Further, that the undersigned is bound by all such policies in the use of the auditorium.
4. If Applicant fails to abide by any of the terms and conditions of this Application and Agreement, the School District, at its option, may immediately revoke the use herein permitted and, in addition, may proceed with such other remedies as are available under this Agreement and by law.
5. While the auditorium is being used by the undersigned, proper control will be maintained by applicant over the auditorium, the event or activity for which the premises are being used and any person(s) who may be on the premises for such event or activity. The School District shall have no rights to, and will not, exercise any physical or other control over the operation of the event or activity.
6. Applicant will attach evidence of liability insurance, if required, with amounts. Further, the undersigned organization shall be responsible for any and all damages to the facilities hereby used, including all personal property located therein including damages caused by the Applicant, undersigned organization, its members, agent, or guests.

COMMUNITY RELATIONS

APPLICATION AND AGREEMENT FOR USE OF AUDITORIUM

- 7. Applicant and undersigned organization will indemnify and hold the School District, Board of Education, Board Members, and District Officers harmless from any and all claims by, or on behalf of any persons, firms, corporations, or others, arising out of any accident or injury to persons or property which occurs on the School District property during, or arising out of, the applicant's use of the school property pursuant to this application. Applicant further agrees to indemnify the School District, Board of Education, Board Members and District Officers for any attorney's fee, costs or expenses, including court costs, incurred by the School District in defending any claims arising out of, or during the course of, applicant's use of school property pursuant to this application.
- 8. The use or event by the Applicant is not a school conducted or school-sponsored use or event.
- 9. If the event is an athletic camp, clinic, or workshop, the event will at all times be conducted in full compliance with all applicable Wisconsin Interscholastic Athletic Association rules.
- 10. Applicant is an independent contractor and nothing contained herein shall be construed to create an employer-employee relationship between the Applicant and the School District.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name of Organization \_\_\_\_\_

By: \_\_\_\_\_  
Name Signature and Title

-----  
Requested Facility Available

Yes  No \_\_\_\_\_  
Auditorium Manager's Signature

-----  
The District Administrator of the Southern Door County School District hereby

Approves  Denies

the foregoing application. If this application has been approved, then the District Administrator hereby acknowledges and agrees that this document shall constitute a binding contract between the aforesigned and the School District for use of the afore described school facilities upon the terms and conditions heretofore set forth.

\_\_\_\_\_  
Date District Administrator's Signature

COMMUNITY RELATIONS

AUDITORIUM REQUEST FORM

SOUTHERN DOOR COUNTY SCHOOL DISTRICT AUDITORIUM FACILITIES REQUEST FORM

Date request was filed \_\_\_\_\_

Name of Group \_\_\_\_\_

GROUP CLASSIFICATION (Check one)

H.S.    Elem.    Middle    District    Community    Other

Name of Person in Charge \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Dates and Times Requested \_\_\_\_\_

Description of Event \_\_\_\_\_

FACILITIES NEEDED (Check all that apply)    Stage    Ticket Booth    Shop

Cloak Room    Light/Sound Studio    Orchestra Pit

Sound Equipment	# Checked Out	Date Checked Out	Date Returned
Corded Microphones (5 available)			
Cordless Handheld Microphones (4 available)			
Wireless Lapel Microphones (8 available)			
Monitor Speakers (4 available)			
Microphone Stands			
Headsets (6 available)			
Miscellaneous (Cables, mic. holders, etc.)			

LIGHTING NEEDED (Check and describe all that apply)    Area    Special    Spotlight    House Only

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

COMMUNITY RELATIONS

AUDITORIUM REQUEST FORM

SET

Tables # \_\_\_\_\_ Risers # \_\_\_\_\_  
Chairs # \_\_\_\_\_ Platforms # \_\_\_\_\_  
Podium # \_\_\_\_\_  
Piano \_\_\_\_\_ Upright \_\_\_\_\_ Grand \_\_\_\_\_ Clavinova

CONSTRUCTION AREA

RIGGING  Curtains  Movie Screen

SPECIAL  Movie Projector  TV Projector  Slide Projector

OTHER Explain

SET DESIGN SKETCH (Sketch what you think your setting will look like on stage.)

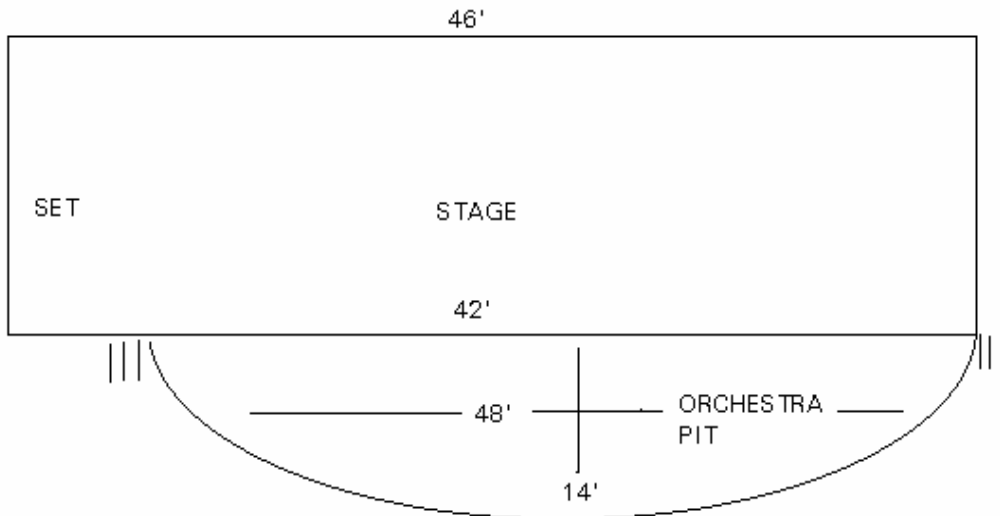


EXHIBIT APPROVED: June 25, 2001

SOUTHERN DOOR COUNTY SCHOOL DISTRICT  
BRUSSELS WI 54204