Wisconsin Rapids Public Schools
USE OF SCHOOL FACILITIES/PROPERTY AGREEMENT

BUILDING/FIELD TO BE USED:	ROOM/FIELD AREA TO BE USED:
ORGANIZATION SPONSORING EVENT:	
BEGINNING DATE:	ENDING DATE:
DAY(s) IN MONTH YOU WILL BE MEETING:	
MEETING TIMES: Start: Finish:	Door Opening At:
TYPE OF EVENT/MEETING:	OTHER EQUIPMENT NEEDED:
ANTICIPATED ATTENDANCE:	
CONTACT PERSON FOR EVENT: (Include Address and Phone Number)	

RULES GOVERNING THE USE OF SCHOOL FACILITIES

1. The facilities shall be let only to community groups using it for community welfare, conventions, or private individuals, residents of Wisconsin Rapids, at the discretion of the Board. School functions and/or activities take precedence over other activities. On days when there is no school, no other activities will occur in the facility. In the event your group needs to cancel a meeting, notice is to be given to the office 24 hours in advance.

2. State law prohibits the use of tobacco products and alcoholic beverages in school facilities or on school grounds. Special officers may be provided by the Board and shall be paid by the organization or person using this facility to see that this rule is strictly enforced. No eating, drinking or sale of food to be consumed on the premises will be allowed. The enforcement of this rule is the responsibility of the lessee.

3. Only the room(s) or area specified above may be used by the lessee. Unauthorized entrance into other areas of the building is prohibited. It is the responsibility of the lessee to keep their group participants from wandering throughout the building.

4. Individual cases may call for a key to be checked out for access to the building. This may be accomplished through the building office.

5. The Board of Education or any representative thereof, or the School Superintendent, shall have the right to enter and inspect said facility at any time during the progress of any activity held therein and require compliance with these rules and impose any rule that may be necessary for the safety of the audience therein, which requirements shall be immediately complied with by those using the facility.

6. Lessee shall indemnify and save harmless the School District of Wisconsin Rapids (lessor) from and against any and all loss, cost, (including attorney's fees,) damages, expenses and liability (including statutory and liability under workmen's compensation laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by lessee, its employees, and all other persons, which arise from or in any manner grow out of an act of neglect on or resulting from the use of lessor's facilities and equipment by lessee, lessee's agents, employees, and invitees, or any other person during the usage agreement. The Board of Education reserves the right to compel a showing of a financial responsibility or a policy of liability insurance for any given amount as it deems is advisable as a condition precedent to the leasing of this facility.

7. Lessee may be subject to a rental fee and/or operational costs as per Board Policy 1330. Notification shall be given if such charges will apply. Rental fees are to be paid in advance of use.

8. Please be advised that a Certificate of Insurance in the amount of $1,000,000 General Liability coverage, and $100,000 Property Damage coverage, naming the School District of Wisconsin Rapids as additional insured is required. The cost of the insurance is to be paid by the Lessee. A copy of the Certificate of Insurance must accompany the forms that you return.

Lessee agrees to the terms and conditions stipulated above.

_____ _____

Signature - Official of Organization Date

When completed, return this form to:

Cindy Buttke
WRPS – Buildings & Grounds
2510 Industrial St
Wisconsin Rapids, WI 54495

Revision Dated 9/30/08

Approved by _____
Copy to B&G _____
Copy to School _____
Copy to HVAC _____
Copy to Eric _____
Copy to Other _____