

APPLICATION AND AGREEMENT FOR  
USE OF SEVASTOPOL PUBLIC SCHOOL FACILITIES

Please submit (a minimum one week notice) to the District Office (4550 Highway 57, Sturgeon Bay, WI 54235)

DATE OF APPLICATION: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_

ACTIVITIES PLANNED (Be Specific and Detailed):

DATE(S) REQUESTED: \_\_\_\_\_

(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: \_\_\_\_\_

STARTING TIME TO SETUP: \_\_\_\_\_ TIME DOORS OPEN FOR PUBLIC: \_\_\_\_\_

TIME EVENT ENDS: \_\_\_\_\_ TIME CLEANUP IS FINISHED AND DOORS LOCKED: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_ FEE:\$ \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

LIST EQUIPMENT NEEDED:

DISTRICT WILL PROVIDE:

_____	Yes _____	No _____
_____	Yes _____	No _____
_____	Yes _____	No _____

IF FURTHER SET UP IS NEEDED PLEASE EMAIL ROCH LAUTENBACH THE DETAILS  
(rlautenbach@sevastopol.k12.wi.us)

In signing this application, the applicant agrees to be bound by the terms and conditions attached hereto which are made a part hereof.

**NOTE: Please note that if a school-sponsored activity needs to be scheduled on the date(s) you have requested facility usage, the school-sponsored activity will take precedence and your activity will need to be relocated or rescheduled. We will do our best to accommodate you if this situation arises.**

**IF YOUR EVENT/ACTIVITY CANCELS, PLEASE NOTIFY THE DISTRICT OFFICE. (920-743-6282 EXT 1101)**

SIGNATURE OF APPLICANT: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER(S) \_\_\_\_\_

APPLICATION: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

*For School Use Only*

Date Received in District Office \_\_\_\_\_

Maintenance — Total Labor Hours = \_\_\_\_\_

Food Service — Total Labor Hours = \_\_\_\_\_

Materials/Supplies Used & Cost: = \_\_\_\_\_

## Insurance Coverage:

The School District's public liability insurance does not provide protection to the activities and property of any outside organization permitted to use the facilities of the school district. Therefore, the School District is not responsible for any bodily injuries or damage to or loss of property arising out of the activities of any group that is not sponsored by the School District. It is, therefore, required that the facility users obtain limited insurance to cover their particular liability and potential loss due to damage of district facilities and equipment; approved users will be held responsible for all loss. A copy of the certificate of liability insurance or special events policy must be presented to the District office before the date of the scheduled event.

**(POLICY 7530 - LENDING OF DISTRICT-OWNED EQUIPMENT** No item of District-owned equipment shall be loaned for nondistrict school use off school property. If equipment is required for the use of those granted permission to use District facilities, it may be loaned in accordance with Board of Education policy on the use of school facilities.)

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the direct supervisor is required for such removal.

Removal of District equipment by staff or students from school property for personal use is prohibited.

Each organization or individual contracting to use District facilities will be held responsible for proper treatment of equipment and building and for the proper conduct of spectators and/or participants.

Activities staged and operated in a district building shall not be permitted unless a custodian, authorized school employee or a non-employee approved by the Superintendent is present at all times while people are present in the building. This individual shall be responsible for opening, closing, lighting, security and cleanliness of the building and will provide necessary custodial services for persons within the building. This individual will not serve as a supervisor for the organization using the building unless express permission is given by the Superintendent for this purpose.

The applicant and sponsoring organization using the facility will be responsible for all property damage and claims done to the building and/or grounds as denoted in the attached signed agreement.

All expenses incurred for the use of the facilities shall be borne by the user in accordance with the fee schedule and notations made on the application document.

When District gymnasiums are to be used for physical activities, only persons with approved rubber-soled shoes are allowed on the gym floors. Failure to comply with this stipulation could obligate the user to pay all costs incurred for returning the floor condition to its proper state.

Use of or the sale of intoxicants will not be permitted on school grounds at any time or under any circumstances.

Smoking will not be allowed in any area within the school building or on school property,

Users who fail to comply with the terms and conditions identified herein, policies of the School District of Sevastopol or directives of District administrative staff shall (1) forfeit this usage agreement resulting in the termination of the scheduled event and (2) noncompliance may jeopardize future approval of application(s) for building/facility usage requests by said individuals and/or organization. In addition, legal intervention and remedy may be initiated by the district and/or its agent(s).