

# DODGEVILLE SCHOOL DISTRICT – FACILITY USAGE AUTHORIZATION

ORGANIZATION REQUESTING FACILITY			
Name of Organization:			Group Size:
REPRESENTATIVE PRESENT AND IN CHARGE:		Business Phone:	Home Phone:
Representative's Address	PURPOSE OF USE:		Key Needed?
Other Needs/Comments:			

FACILITY REQUEST															
Dodgeville Elementary School		Ridgeway Elementary School		Middle School	High School										
Date(s) Needed: <i>(list each date)</i>															
Day(s) of the week:	S	M	T	W	Th	F	S	Time Needed:	_____	AM	PM	to	_____	AM	PM
<b>Please indicate the facility you are requesting . . and the Group type that you would be classified as:</b>															
	<b>GROUP I</b> Dodgeville School/ Community Group	<b>*GROUP II</b> Dodgeville District Non-Profit Group		<b>*GROUP III</b> Dodgeville District For-Profit Group		<b>*GROUP IV</b> Non-Resident Non-Profit Group		<b>*GROUP V</b> Non-Resident For-Profit Group							
Classroom	\$0.00	\$15.00		\$15.00		\$30.00		\$60.00							
Gymnasium Bleachers Needed	***\$0.00	\$25 \$75 \$275 **Daily/Weekly/Monthly		\$25 \$75 \$275 **Daily/Weekly/Monthly		\$50 \$150 \$550 **Daily/Weekly/Monthly		\$100 \$300 \$800 **Daily/Weekly/Monthly							
Athletic Field	\$0.00	1-day event \$0.00; Seasonal Use Lights - \$7/hr.		\$0.00 Lights - \$7/hr.		\$25.00/day \$200/season Lights - \$14/hr.		\$100 per day Lights - \$14/hr.							
Commons Area	\$0.00	\$25.00		\$25.00		\$50.00		\$100 per day							
Kitchen	All use subject to Board Policy ECAA-R (E) School Kitchen Use (\$10-\$25/hr.)														
Custodial	***Required for weekend use \$25/hr. All use subject to Board Policy ECAA-R (F) Fees for Use of Facilities														
Additional Needs:	Folding Chairs _____ # Needed Folding Tables _____ # Needed Cafeteria Tables _____ # Needed			PA System Projector/Screen TV/VCR			3-Tier Choral Risers Portable Stage								
Fees for use of items outside district buildings:	Folding Chairs (\$.75 per chair or \$30.00 per rack) Folding Tables (3-day maximum, \$6.00 - 6' tables, \$8.00 - 8' tables) 3-Tier Choral Risers (\$30.00 each) Portable Stage (\$30.00 each)								\$ _____ \$ _____ \$ _____ \$ _____						
Estimate/Cost to use facility requested:	\$ _____	<i>All fees, except when agreed upon otherwise are payable prior to the day of the facility use. A separate bill will occur for any additions, costs or damages incurred.</i>					Invoiced?		Invoice #						

AGREEMENT	
<p>1. The requestor(s) as authorized representative(s) agent(s) of the organization/group/individual noted above request use of the building(s), facility(ies) and equipment for the date(s), time(s) and purpose(s) noted above and in so doing hereby and forever discharges and releases the Dodgeville School District, its successors and assigns, from all debts, claims, demands, actions and causes of action whatsoever, which he/she/they may not have or may hereafter have, as a result of the use of the property that is the subject of the release of the claims. The requestor(s) further understand that the Dodgeville School District, through the Board of Education or other authorized representative(s) or agent(s) of the organization/group/individual noted below guarantee(s) the orderly behavior of the user(s) and the public and agrees to underwrite any repair of damages caused by the user(s) and/or public use of the school district property as noted above.</p> <p>2. All tobacco products and alcoholic beverages are prohibited on School District property.</p> <p>3. Fire Department does not respond to the Fire Alarm. For response call 911.</p> <p><i>I verify that I have read Policy ECAA and ECAA-R and the above agreement and understand its content to the best of my ability.</i></p>	
Requestor's Signature:	Date:
Principal's Signature:	Date:
Athletic Director's Signature:	Date:

\*These groups must present a certificate of insurance in the amount of \$1,000,000.  
 \*\*Weekly = 3+ Days, Monthly = 15+ Days

## FEES FOR USE OF FACILITIES

1. Fees shall be charged as authorized in the fee schedule at the end of these procedures. Consideration should be given to the scheduling of events, activities or practices during times when the school is staffed by custodial personnel. Custodial overtime will be charged to clubs/activities using facilities for activities scheduled beyond normal working hours.
2. **Classification of Groups:**
  - Group I: Dodgeville School/Community Groups**

Organizations not directly connected to the School District but whose primary purpose is to provide programs or support to District students, or is school-related (i.e. Booster Clubs, PTCO/Parent Groups, City Rec. Programs, WIAA, DPI, Girls Scouts, Boy Scouts, 4-H, etc.)
  - Group II: Dodgeville District Non-Profit Groups**

Any governmental, civic, educational, fraternal or cultural groups primarily comprised of District residents providing an activity for which there is no admission charged (i.e. Kiwanis, Lions, Jaycees, Church Groups, Selective Youth Sports Programs, etc.)
  - Group III: Dodgeville District For-Profit Groups**

Any governmental, civic, educational, fraternal, cultural or other group primarily comprised of District residents that sponsors an event at which an admission is charged (i.e. piano lessons, Tae Kwan Do, etc.)
  - Group IV: Non-Resident, Non-Profit Groups**

Any governmental, civic, educational, fraternal or cultural groups primarily comprised of non-District residents providing an activity that does not charge an admission.
  - Group V: Non-Resident For-Profit Groups**

Any non-District resident group, organization or agency whose interests are limited primarily for profit (i.e. private businesses, piano lessons, vendors, entrepreneurs, commercial institutions, private agencies, etc.)
3. All fees, except when agreed upon otherwise with the District Administrator or designee, are payable prior to the day of the facility use. Checks shall be made payable to the Dodgeville School District and sent directly to the District Office, 307 N. Iowa St., Dodgeville, WI 53533. Organizations will be billed separately for any additions, costs or damages incurred following the event.