

TWO RIVERS PUBLIC SCHOOL DISTRICT

BUILDING REQUEST/PERMIT

SCHOOL _____ DATE _____

ORGANIZATION _____

ACTIVITY _____

FACILITIES NEEDED _____

OTHER EQUIPMENT NEEDED _____

DATES NEEDED _____

TIME: FROM _____ TO _____

FROM _____ TO _____

PERSON TO BE IN CHARGE _____

Address

City, State, & Zip

Telephone Number

Groups are encouraged to have first aid materials available.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT: (Organization) _____

Hereby indemnifies and holds harmless the Two Rivers Public School District from and against any an all liability, express or implied, and losses, claims, damages, demands, costs, including reasonable costs and attorney fees for defense, and including, but not limited to, claims for personal injury or death and claims for property damages, caused or alleged to be caused in whole or in part by (Organization) _____.

BINDING EFFECT: This agreement is binding upon and inures to the benefit of the parties hereto, their respective officers, directors, agents, employees, heirs, personal representatives, successors, and assigns.

Pursuant to State Statute 125.09(2), no tobacco or alcohol use will be permitted on any school district premises.

PRIORITY CLAUSE: Every effort will be made to accommodate rooms and schedules; however, should it become necessary to hold a school-sponsored event, the Two Rivers School District reserves the right to cancel the building use request by the private group.

SIGNATURE _____ DATE _____

Individual To Be In Charge

SIGNATURE _____ DATE _____

Principal or Authorized Person

PERMIT

Permission is granted for use of school facilities as noted above.

FEEES IF ANY _____

CUSTODIAL PAY _____

OTHER FEES _____

TOTAL _____

SIGNATURE _____ DATE _____

Director of Maintenance & Operations

*If a waiver of fees is desired, please put such request in writing and submit to the Two Rivers School Board.

**Two Rivers Public Schools
Building Facilities Rental Schedule
Classification of Users and Rental Fees**

No rental fee to be charged for public school related groups. Groups from the Two Rivers School District not sponsored by the Public Schools are to apply for use of facilities to the Building Principal. All supervisory and custodial costs are to be taken care of by the user.

Rental Fees for Use of School Facilities by Community Groups

	0 – 4 HOURS	4 – 8 HOURS	8 + HOURS
Cafeteria**	\$50 + custodian fee/ support staff fee	\$100 + custodian fee/ support staff fee	\$150 + custodian fee/ support staff fee
Auditorium (includes lighting, sound system, etc.)	\$100 + custodian fee	\$200 + custodian fee	\$300 + custodian fee
Cafetorium** (Cafeteria + Auditorium)	\$150 + custodian fee/ support staff fee	\$300 + custodian fee/ support staff fee	\$450 + custodian fee/ support staff fee
Two Rivers High School Gymnasium	\$50 + custodian fee	\$75 + custodian fee	\$100 + custodian fee
Accredited Institutions	Building fees waived; a supply fee will be determined with each class.		
Facility Use for Non-Profit/ Overnight/ Special Events/Charitable Events:	All fees (including building rental, custodial, and any other incidental charges) will apply.		
Performers Charging Admission	15% of amount collected at the door (minimum fee = \$175; maximum fee = \$400)		
Two Rivers High School Pool	\$50 per hour plus cost of lifeguard and any custodial fees if appropriate. (Pool to be used no later than 10:00 p.m.; a certified lifeguard on duty is mandatory.)		
Two Rivers High School Tennis Courts	5 (five) courts to be available for reservation from 4:00 – 9:00 p.m. weekdays at a cost of \$5/hour per court. If courts are not “reserved,” they will be considered “open” for the public. Weekend tournaments must be scheduled through the Two Rivers High School Office, subject to fees.		
Two Rivers High School Weight Room	<i>Programs arranged through School or Recreation Dept. only.</i>		

Classrooms - \$10.00 per session*

Laboratory - \$15.00 per session*

Shop - \$25 per hour

Computer Lab - \$20.00 per session* [four (4) or more computers] plus a fee of \$1.00/hr.
per computer used to a maximum of \$15.00/individual per course.

L.B. Clarke Middle School***

	0 – 4 HOURS	4 – 8 HOURS	8 + HOURS
Gymnasium	\$35 + custodian fee	\$60 + custodian fee	\$85 + custodian fee

Elementary Schools (Case, Koenig, Magee)***

	0 – 4 HOURS	4 – 8 HOURS	8 + HOURS
Gymnasium	\$35 + custodian fee	\$60 + custodian fee	\$85 + custodian fee

* A "session" is defined as a time period not to exceed two hours. After the initial "session," user will be charged in 15-minute increments.

** Kitchen use available, but will require extra support staff fee.

***Additional fees may be assessed if areas other than defined in policy are requested.

Custodial fees are in addition to flat rental fees.

Two Rivers Public Schools Guidelines for Facility Use

Administrative Rule:

1. Facility must be left in condition found, and any damage will be the responsibility of the group using the facility.
2. Required facility clean-up must be reasonable and within the scope of the assigned custodian. If the facility is left in an unacceptable condition, the extra cost for clean-up will be assessed to the using group.
3. No furniture can be moved to or from a room without school authority permission. Furniture may be rearranged in the room with prior approval and must be placed back before leaving.
4. Concessions may be sold as long as prior arrangements are made. No alcohol or tobacco products may be sold or used in the building or on school grounds.
5. It is the responsibility of the using group to insure that visitors park in designated parking area. No vehicles can be parked on the lawn, sidewalk, or other inappropriate places.
6. Keys will not be issued to users unless approved by the District Administrator or designee.
7. When school is closed for inclement weather or an emergency, the District Administrator has the authority to cancel any planned event.
8. Each individual or group using the facility must have at least one person 21 years of age or older in charge of the activity.
9. Any organization advertising the use of school facilities must identify their sponsorship of the program in the advertisement or announcement.
10. Facilities shall be open for inspection at all times by an authorized School Board representative.
11. Violation of established rules governing the use of the facility or damage to the property may result in the revocation of approval to use school facilities, denial of future applications to use school facilities and/or legal action.
12. Fees must be paid within 30 days of receipt of invoice. Failure to pay bills on time may result in the revocation of approval to use school facilities, denial of future applications to use school facilities and/or legal action.
13. Building use permits must be filled out completely prior to approval to use facility. Building use will be schedule around the school use; school functions will take priority.
14. Should a school function arise to create a conflict, the two parties will work to resolve the schedule. Any conflicts will be ultimately decided by the District Administrator if a compromise cannot be reached. School functions will take priority.
15. Any district building cannot be reserved more than six months ahead of time.
16. If a problem occurs during the use, the user will notify the custodial or authorized school authority immediately. Users should not attempt to repair or fix school equipment or property without school authorization.
17. Groups using the facility are responsible for those in attendance and those working at the function.

18. Any performer(s) charging admission are required to give the total door "take" to the School District in order to ensure proper bookkeeping.
19. Accredited learning institutions will have building use fees waived and a supply fee will be implemented, to be determined with each class.