

School District of Thorp APPLICATION FOR USE OF SCHOOL FACILITIES

605 S. Clark Street / Thorp, WI 54771 / Phone: 715-669-5401 / Fax: 715-669-3701

Please check all areas you are requesting or list specific areas not listed

Gymnasium(s): HS Gym _____ Elm Gym _____ Wrestling Rm _____

Community Meeting Room(s): Flex Room _____ MPR _____ Elm Commons _____

Other: (List: Classroom, IMC, Computer Lab, etc...) _____

Organization Requesting: _____

Group Type: (See Description) I II III IV

Contact Name: _____

Purpose of use: _____

Phone Number(s) _____ Phone #2 _____

Address: _____ Email Address: _____

Date(s) to be used: _____

Additional needs or equipment: _____

Time of Use: From: _____ To: _____

Doors to be programed:

- Date: _____ Door # _____ Unlock Time: _____ Lock Time: _____
- Date: _____ Door # _____ Unlock Time: _____ Lock Time: _____

Custodial Services Needed: Y / N Hours of Custodial Services: _____

Proof of Insurance (Please attach proof of insurance to this form)

I have read and understand the Facility Use Policy and agree to its provisions.

Requester Signature: _____ Date: _____

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School Use:

Approved: _____ Not Approved: _____ Not Approved with more information needed: _____

School Administrator Signature: _____ Date: _____

Additional Comments: _____

____ notify custodial staff

____ to bookkeeper

____ doors programmed

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Facility Use Policy

1. Organizations and groups using building facilities must be supervised by an adequate number of responsible adult sponsors to ensure proper care and use of school facilities, the adult supervisor shall:
 - a. Remain with the groups using the facilities at all times
 - b. Restrict group use to the area of the building that has been assigned.
 - c. Be responsible for the conduct of the group.
 - d. See that the area used is left neat and orderly and remove all non-school equipment when finished.
 - e. Not use any school equipment unless authorized.
2. In the interest of safety and in compliance with state law, no drugs, alcohol or tobacco products of any kind are permitted in the building or on school property.
3. Prior approval must be obtained by designated school personnel before installing decorations.
4. Moving and adjusting scenery, adjusting of lighting, operating public address system and similar matters involving special equipment, will be done under the direction of a member of the custodial staff or other designated district employee.
5. The renter or group using the facility agrees to restore to original condition any unwarranted destruction of property as so judged by a designated school employee.
6. The School Board or any employee of the School District of Thorp shall not be held responsible or liable for any accident or misfortune that might arise in connection with any non-school program or meeting, either inside or outside the facilities and school grounds.
7. Facility use fees will be assessed in accordance with the fee table attached to this agreement.
8. Proof of insurance may be required for non-school groups hosting events on school grounds.
9. Upon completion of the event the original facility requester will complete and sign off that all facilities have been returned to the condition they were prior to the event as outlined in the Event Hosting Checklist / Verification Form. A school representative will then verify and sign the bottom of the same document.

This form should be completed and signed on the reverse side and returned to the High School Office a minimum of seven working days prior to the event.

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Type of Group	Description
I School Sponsored	School sponsored athletics (including tournaments), clubs and extracurricular, school support groups (PTO, Booster, etc.), educational groups or workshops (CESA, DPI, WIAA, other schools), etc.
II District Community-Non Profit	Non-school adult education, non-school community youth organizations (Archery, Trap, Equestrian, etc.), structured community adult groups, community church organization activities, unstructured community adult groups, etc.
III District Community-For Profit	Non-school adult education, non-school community student group, local business, community church for private event, unstructured community adult group
IV Non District	Non-community student group, non-community non-profit adult groups, non-community private group, non-community businesses

Area of Use Cost

	Gym or other athletic facilities or fields	Commons / Flex Room	MPR	Computer Lab	Outside of normal operating times (M-F: 6am-10:30pm)
I	NA	NA	NA	NA	NA
II	NA	NA	NA	NA	NA
III	\$100*	\$100*	\$100*	\$100*	No additional cost
IV	\$100*	\$100*	\$100*	\$100*	No additional cost

**If custodian/district staff is needed, additional \$35/hr. will be assessed*

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Event Hosting Checklist / Verification Form

- ☐ Bathrooms - Check Restrooms throughout the event / after the event.
 - Pick up debris / Sweep / Mop as needed.
 - Check toilet paper and paper towels, refill if needed.
 - Flush toilets if necessary / check for plugged or overflowing urinals, sinks, or toilets and notify school authorities
- ☐ Hallways - Monitor throughout the event.
 - No running, no games, no bouncing balls, etc....
 - Keep people in the designated areas for the event.
- ☐ All Trash Containers - Check periodically / empty and replace bags as needed
 - Following the event remove all garbage and place in the appropriate dumpster.
 - Replace trash can liners and return to the original location.
 - Remove / discard all decorations including all tape. (Blue Painters Tape only on walls)
 - Place cardboard in the proper dumpster (do not recycle dirty food boxes)
- ☐ Floors - Monitor throughout the event for spills and debris. (sweep / wet mop as needed)
 - Following the event, clean all floors and playing surfaces.
 - Clean and put away wet mop and mop bucket
 - Dispose of all dust mop garbage and return dust mop and dustpan to their original locations.
- ☐ Walkways - It may be necessary for you to shovel or sweep entrances as needed.
- ☐ Tables - Clean (Wipe down) all cafeteria tables and benches.
- ☐ Gymnasiums (If used)
 - Athletic Shoes ONLY!!
 - Floors swept - use proper floor dust mops, located in the gym.
 - Clean periodically between games
 - Clean bleachers of all garbage
 - Scoreboards are turned off
 - All equipment is picked up and stored in its proper place.
- ☐ Chairs, Tables, Coolers, Carts, Etc.....
 - Please clean, pick up, and return all school equipment to their original locations.
- ☐ People - Monitor throughout the event.
 - Make a final sweep of the building to make sure everyone is out of the building.
 - Make sure all students have been picked up before you leave.
- ☐ Doors - Check every door the public has access to.
 - Arrive on or before the time the doors are programmed to unlock.
 - Make sure all doors are locked before you leave the building.
- ☐ Damages - Report all damages in writing to designated school authorities
- ☐ Final Check

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- All items listed on this form have been completed
- No damage has been done to the facility (please list if damage has occurred)
- The facilities have been returned to their original condition.

Please list Any Damages to the Facilities: (Please attach additional pages if more space is needed.)

Please list any injury that occurred on the School District of Thorp Property: (Please attach additional pages if more space is needed.)

I am the person that requested the facility and by signing below I am verifying the School District of Thorp Facilities have been inspected and have been returned in the condition it was found in. (with the exception of any Items listed above).

Printed Name: _____

Phone number(s) you can be reached the next school day:

Event: _____

Event Date: _____

Signature: _____ Date: _____

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School Use:

I have checked the School District of Thorp Facilities and to the best of my knowledge all facilities have been returned to its original condition.

Name of school employee Checking Facilities: _____

Signature: _____ Date: _____