Revised 12/6/2021

## Wattsburg Area School District Utilization of School Facilities Form

_Athletic Director
Building Principals
_Custodial Supervisor
_Plant Operations Supervisor
_ Food Service Director
Technology Admin

copy to:

	Otilizati	on or school rach	ities i oi iii	Food Service [ Technology Ac
SECTION I Section I to b	e completed by pe	erson requesting utiliz	zation of school facil	
Name of Organization				
Officer or Individual Respons	ible:			
Address:				
Home Phone Number:		Work	/Cell Phone Number	·
Please select the best class the See attached School Board Po	-	_		
Class I School District Rela	ated Clas	Non-Profit WASD ss II Resident Organiza		Profit or Non-WASD Resident Organization
Which facility does your orga	nization wish to u	se:		
Seneca High School	☐ Middle	☐ Middle School ☐ Elementary Center ☐ Athletic Fid		Athletic Fields
Facility to be used for:				
Date(s) desired	Ha	s this date been verif	ied by the school offi	ce Yes No
Number of participants				
Will funds be raised at this ever	nt? Yes	No Will Games	of Chance be conduct	ed? Yes No
Facility to opened at	AM	PM Length of a	ctivity to be	hours
Start time of event	AM	PM Ending time	e of event	AM PM
Specific area(s) needed for thi	is request:  WASD USE	ı	WASD USE	WASD USE
☐ Auditorium		Commons (SHS)		iymnasium
☐ Kitchen		Computer Lab	F	ootball Field
☐ Videoconference Roo	om L	Conference Room	Ц с	oncession Stand
Cafeteria Dining Roo	om 🗆	Boys' Locker Room	В	aseball Field
Classroom # Needed	d b	Girls' Locker Room	<b> S</b>	oftball Field
Other (Specify)				
Special Request:				
Special Request would include	number of tables	needed, audiovisual e	equipment needed, Pa	A equipment needed, etc.
I have read and understand the Facilities. I will be responsible pay any fees, if applicable. I al	for compliance wi	ith this policy during t	he period of use. I ac	knowledge and agree to
Signature		Date	_	Printed Name

SECTION	<u>II NC</u>	Section II to be completed by Building Principal.
1.	Are the	e date(s) requested available? Yes No
	a.	If "Yes" go on to question 2.
	b.	If "No" contact organization.
	2.	Does the Request meet School Board Policy 707? Yes No
	a.	If "Yes" go on to question 3.
	b.	If "No" contact organization.
	3.	Do you approve this Building Request? Yes No
	a.	If "Yes" go on to question 4.
	b.	If "No" sign and date below and return the request to the organization.
	4.	Is this Request a Class I (School District Related) organization?  Yes  No
		Note: Class I organizations do not require Board of Education approval.
	a.	If "Yes," go on to question 5.
	b.	If "No" sign and date below and forward to Business Administrator.
	5.	Contact appropriate supervisors to determine if staff is scheduled to be on duty. If staff is not
	0.	scheduled to be on duty, supervisors must provide you with an estimate of fees for this request.
	a.	Estimated Cost:
	6.	Are district personnel associated with this request scheduled to be on duty? Yes No
	a.	If "Yes" sign and date below and forward request to all supervisors involved.
	b.	If "No" contact organization to inform them of fees associated with their request, go to question 7.
	7.	Has the organization agreed to the fees for this event? Yes No
	a.	If "Yes" sign and date below and forward a copy to the Supervisors involved for scheduling and a
		copy to the Business Administrator for billing.
	b.	If "No" return request to organization.
SECTION	ON III	Building Principal's Signature Date  Section III to be completed by Business Administrator.
1.		t appropriate supervisors to determine if staff is scheduled to be on duty.
2. 3.		t organization to inform them that fees for this request will amount to  e organization agreed to the fees for this event? Yes No
э.	a.	If "Yes" sign and date below, forward to Superintendent for approval.
		If "No" return request to organization.
	b.	ii No return request to organization.
CECTI	ON 11/	Business Administrator's Signature Date
SECTIO	<u>VI NC</u>	
	Appı	roved L Yes L No
		Superintendent's Signature Date
SECTION	<u>V NC</u>	
	Δηηι	roved by Board of Education Yes No
	App.	Date
AGRE	EMENT	
		derstand, and agree to abide by Wattsburg Area School Policy 707, especially the General Conditions section,
_	_	Utilization of School Facilities during the period of use as stipulated in Section I of this form. I acknowledge and
_		timated fee of \$, and that the Business Administrator, upon completion and inspection of the
		oice me for the actual fees. Also, a non-refundable deposit of 25% of the estimated charges will be required ement is signed, for Class III organizations. <u>User holds the school district harmless from all claims for injury to</u>
		f any person, and for damage to or the loss of any property arising out of or attributed directly or indirectly to
		or omissions of the school district. User indemnifies the school district for all damage to property belonging
		istrict and for all injuries to or the deaths of any representative or employee of the school district resulting
from a	ll acts or	r omissions of user.

## **SCHEDULE OF FEES**

	Class I	Class II	Class III	Class IV
Auditorium, Gymnasium, Kitchen or Videoconference Room	No Fee*	\$32 up to 4 hours, plus \$8 for each additional hour	\$64 up to 4 hours, plus \$16 for each additional hour	Negotiable
Cafeteria Dining, Gathering Area, Computer Lab or Locker Room	No Fee*	\$24 up to 4 hours, plus \$6 for each additional hour	\$48 up to 4 hours, plus \$12 for each additional hour	Negotiable
Classroom	No Fee*	\$16 up to 4 hours, plus \$4 for each additional hour	\$32 up to 4 hours, plus \$8 for each additional hour	Negotiable
Conference Room and Meeting Room	No Fee*	\$8 up to 4 hours, plus \$2 for each additional hour	\$16 up to 4 hours, plus \$4 for each additional hour	Negotiable
Football Field	No Fee*	\$125 per hour	\$250 per hour	Negotiable
Baseball or Softball Field	No Fee*	\$75 per hour	\$150 per hour	Negotiable
Other Fields	No Fee*	\$48 up to 4 hours, plus \$12 for each additional hour	\$96 up to 4 hours, plus \$24 for each additional hour	Negotiable
Concession Stand	No Fee*	\$32 up to 4 hours, plus \$8 for each additional hour	\$64 up to 4 hours, plus \$16 for each additional hour	Negotiable

<sup>\*</sup> Custodial, cafeteria and technology fees will be assessed if those personnel are not scheduled to be on duty.

Class II, Class III and Class IV will also be subject to all fees and expenses incurred by the school district over and above rental charges for said facility used. Examples are custodial, cafeteria and technology wages and benefits, ISDN telephone lines, and videoconference equipment.