



Sheboygan Area School District Community Recreation Department
3330 Stahl Road, Sheboygan, WI 53081 920-459-3775

SASD Facility Rental Permit

School Renting:	Original Contract Date: Final Contract date:
Activity or Purpose:	
Room(s)/Area:	

Equipment Needed:

Day	Date	Building/Space	Time including set up/take down	Total hours	Notes

Special Instructions:

I/The Organization hereby agree to hold myself/itself responsible for supervision of all persons present for the listed activity, and for any damage, which may result to school property.
 I/The organization further agree(s) to abide by all the rules and regulations adopted by the Board of Education, governing the use of buildings and equipment by other than school groups, to pay the rental fee in advance of school use, and to employ competent outside help, if necessary, under the rules and regulations of the Board of Education. I further understand that as a renter I am required to make the necessary arrangements for securing this help. **Rules and regulations are a part of this contract and are found on the reverse side.**
The district will strictly enforce its no smoking and no alcohol policies in all district facilities.
All building rentals are based on custodian availability

Mandatory Liability Insurance Coverage

A \$1,000,000 Liability Certificate of insurance, listing the Sheboygan Area School District as an additional insured is required and must be submitted before the event can be held.

Charges/Overtime charges

*All charges for the Facility Rental Permit are itemized on page 3 of this contract
 *Overtime charges start at 3:00pm in the summer in all SASD buildings with the exception of North/South High. During the summer North/South High overtime charges start on Saturday/Sunday.
 *Overtime charges every weekend in all SASD buildings with exception of North/South High. Overtime charges start at 3:00pm on Saturdays at North and South High.

Organization: _____ **Facility Rental Representative(s):** _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____
Contact Information: Phone: _____ E-mail address: _____

Tax Exempt Organization? **YES** **NO** *If yes, proof of tax-exempt status must be presented.*

SASD/Community Recreation Department Contact Information

Director of Recreation: Mr. John Koehler, 459-3777
 Facilities Services emergency contact information: Mr. Joe Vollmer, cell 698-1508 office 459-3562
 SASD Building Custodian(s): _____

Copies: Rec Dept. (original) Custodian School Office Facilities Management Renter
 Electronics Sound/Lighting Tech IMC Staff Lifeguard Other _____

Approved by: _____ **Date:** _____

Please make checks payable to: Sheboygan Area School District

Rental of School Facilities Procedures, Rules & Regulations

All organizations must complete the SASD Facility Rental Permit.

- Application for facility permit should be made through the **Community Recreation Department** of the Sheboygan Area School District *at least 10 days in advance*.
- Purpose of the organization and/or the type of meeting/event must be clearly stated on the application form.
- The Director of Recreation must approve all applications.
- **When rental charges are incurred, estimated rental fees for field/room/gymnasium and staff/custodian/contract cleaner fees will be included with the original contract date. **Prompt Payment must be submitted within 1 week after Permit Approval, ** to the Community Recreation Department, 3330 Stahl Road, Sheboygan, WI 53081 with check made payable to "Sheboygan Area School District"**
- **Exceptions may be made for large events where charges will be calculated after the event.**
- Upon approval, a copy will be returned to the party requesting the facility permit.
- Wisconsin Sales Tax will be added to all rentals.
- Tax Exempt organizations must provide proof of tax-exempt status at the time of the reservation.
- **Any non-school district sponsored organization, group or individual using school facilities for a special event, sports tournament or league will be required to provide a Certificate of Liability Insurance for \$1,000,000, naming the Sheboygan Area School District as an additional insured.**

Supervision

- **Designated adult supervision must be provided at all times.** The Supervisor shall remain until all members of the group have left the building at the conclusion of the activity.
- Minors cannot be left unattended. If they are, the police may be called.
- The renting party is responsible for all actions that occur in the facility because of their use of the facility.

Equipment

Where special equipment is to be used, it must be requested and approved upon submission of permit application.

General Regulations

- School officials will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property.
- When using school facilities, sponsoring organizations will furnish adequate adult supervision and will be responsible for properly caring for such facilities and leaving them in same condition as when they arrived. The person signing the application for use of the school facilities shall be held personally liable to the school district for any damage done to any property and for any expense incurred by, at, or in consequence of such use of school facilities.
- A school district employee/custodian must be on the premises when buildings are in use.
- A charge will be assessed when additional clean-up is required beyond the rental.
- **Alcoholic beverages and smoking are not permitted in any school building or on any school grounds.**
- Please be aware of people with allergies. Latex balloons are not allowed.
- Those who use the school facilities must enforce the regulations for fire prevention and safety as well as to abide by the policies set forth by the Board of Education.
- When municipal regulations require (or at the discretion of the school administrator/custodian) the presence of police officers or firefighters, the sponsoring organization must communicate who the official representative contact person is to the police/fire dept.
- **School Closings/Delays** - When schools are cancelled or delayed due to weather conditions all rentals will also be cancelled.

Auditorium/Commons Technical Staff

- When renting a school district auditorium or high school commons and needing any lighting other than overhead lights or sound equipment, a school district approved operator must be secured and charges will be added to the rental. Personnel vary by school. A list of qualified persons is available at the Community Recreation Department.

Priorities

- **First priority** for use of all school facilities goes to the schools for extra-curricular and sports activities.
- **Second priority** goes to the Community Recreation Department and **third priority** goes to the public. There may be rare occasions such that a school will arrange an activity after one have been already scheduled by the Community Recreation Department or by the public, therefore "bumping" it and taking use of the facility desired. However, schools make a conscious effort to promptly notify the Community Recreation Department of all activities and only in emergencies may need to secure a building without advance notice.

Renter's Checklist

- Request equipment at time of rental, not at time of arrival at the facility.
- Contact the custodian (by phone or e-mail) in advance of the rental to view the facility and discuss expectations and equipment needs. Phone number is listed on front of permit.
- Do not arrive prior to the permitted time.
- Confine your activities to the areas rented.
- Check in with the custodian at time of arrival.
- Have a cell phone available to use to contact the custodian if necessary. A list of instructions and phone numbers for contacting the custodian will be provided at check-in.
- No food or drink allowed in the gyms and classrooms. Only bottled water is allowed in these areas. Food and drink are only allowed in a cafeteria or in other designated areas.
- Clean up the area to the best of your ability using the dry mop, wet mop and bucket, spray bottle and towel provided.
- Place garbage in garbage can.
- Fold, re-stack and store chairs after the activity has concluded.
- Check in with the custodian prior to leaving the facility.
- Report any problems to the Community Recreation Department – 459-3775

Example of Fee & Charges- FOR RECREATION USE ONLY

Community Recreation Use Only Field/Room/Gymnasium Fees

Day	Date	Building/Space/Rooms	Time	Total # hours		Hourly Fee	Total Cost	Notes
Friday	March 18, 2022	South- (see above)	12noon-10pm	10	X	\$0	\$0	Setup no charge
Saturday	March 19, 2022	South- (see above)	7:00am-10pm	15	X	\$37.50	\$562.50	Partner 50% discount
Sunday	March 20, 2022	South- (see above)	7:00am-10pm	15	X	\$37.50	\$562.50	Partner 50% discount
Field/Room/Gymnasium Fees Total							\$1,125.00	
Rental tax 5.5							\$61.87	
Total Room/Gymnasium Fees							\$1,186.87	

Staff/Custodian/Contract Cleaner Fees

Day	Date	Space	Time			Hourly Fee	Total Cost	Notes
Friday	March 18, 2022	South- (see above)	12noon-10pm	0	X	\$40	\$0	No overtime charge
Saturday	March 19, 2022	South- (see above)	7:00am-10pm	7	X	\$40	\$280	Overtime 3pm-10pm
Sunday	March 20, 2022	South- (see above)	7:00am-10pm	15	X	\$40	\$600	All day overtime
							\$880	subtotal
Total Staff/Custodian/Contract Cleaner Fees								

Total fees

Total Room/Gymnasium Fees		Total	\$1,186.87
Total Staff/Custodian/Contract Cleaner Fees			
Total Cost for 2022			\$1,774.15

Use of SASD Facilities and fees are defined and governed by NEOLA Policy 7510 - **USE OF DISTRICT FACILITIES - SPECIAL GROUPS/PUBLIC GROUPS** Legal 120.13(17), Wis. Stats.

A. Public Groups

1. The administration may grant the use of Sheboygan Area School District (SASD) facilities and/or grounds to organizations, businesses, groups, educational institutions, or individuals, and charge a rental fee listed in AG 7510A and AG 7510B. Non-Resident organizations, businesses, groups, educational institutions, or individuals who reside outside of the SASD will be assessed a non-resident rate of fifty percent (50%) higher than the resident fee. Those who reside outside the SASD but own a business in the SASD are entitled to use SASD facilities at the resident rate to conduct business related events. Resident status will be determined by the mailing address of the individual or organization renting a school district facility.

2. In addition to the rental fees, custodian overtime charges will be assessed to renters for the times when a building is normally closed. Overtime rates will be reviewed annually.

3. Additional custodial and cleanup charges will be assessed when additional staff are required for clean-up that extends beyond the rental time period.

4. Additional charge(s) will also be assessed for requests for equipment, services, or when additional clean-up is required beyond the rental time period.

5. A listing of all permits approved by the administration shall be presented to the Board of Education at its monthly meeting for informational purposes. Requests for the use of facilities not governed by this policy shall be presented to the Board of Education for approval and fee determination. The administration shall review the Sheboygan Area School District Facility Fees Schedule in accordance with AG 7510B annually.

****When rental charges are incurred, estimated rental fees for field/room/gymnasium and staff/custodian/contract cleaner fees will be included with the original contract. Prompt Payment must be submitted within 1 week after Permit Approval, ** to the Community Recreation Department, 3330 Stahl Road, Sheboygan, WI 53081 with check made payable to "Sheboygan Area School District" Exceptions may be made for large events where final charges will be calculated after the event. ****