

## **School District of Gillett - Application for Facility Usage**

The Board of Education encourages the use of District facilities and grounds for educational, civic, cultural, recreation, artistic, charitable events, and programs to benefit the community. To the extent practical, District facilities and grounds will be made available for public use when such use:

- Benefits the students of the School District of Gillett or the general public;
- Does not conflict with the District's operations, programs, events, or activities, and;
- Is consistent with the vision, beliefs, mission, goals, objectives, policies, and standards of the Board.

Thank you for your interest in the District's facilities. We look forward to working with you in the future.

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Return to: District of Office or mail to PO Box 227, Gillett WI 54124 - 920-855-2137

## Organization Requesting Use of Facility

Name of Organization:	Group Size:
Representative Present and In Charge:	Phone:
Representative's Address:	Purpose of Use:

## Facility Request

Gillett Elementary     Gillett Secondary

List Each Date Needed:

List Times Needed for Each Date:

### Please indicate the facility you are requesting and the Group type you would be classified as:

	<input type="radio"/> Group I Gillett School / Community Group	<input type="radio"/> Group II Gillett Community Non-Profit Group	<input type="radio"/> Group III Gillett Community For-Profit Group	<input type="radio"/> Group IV Non-Resident For Profit Group
<input type="radio"/> Auditorium	No Charge	\$40.00/day	\$125.00/day	\$175.00/day
<input type="radio"/> Gymnasium	No Charge	\$75.00 + Costs	\$100.00 + Costs	\$100.00 + Costs
<input type="radio"/> Classrooms	No Charge	\$20.00	\$30.00	\$30.00
<input type="radio"/> Commons	No Charge	\$50.00	\$100.00	\$100.00
<input type="radio"/> Library	No Charge	\$25.00	\$75.00	\$75.00
<input type="radio"/> Kitchen	Fees To Be Determined			
<input type="radio"/> Cafeteria	No Charge	\$25.00	\$50.00	\$50.00
<input type="radio"/> Lecture Room	No Charge	\$25.00	\$50.00	\$50.00
<input type="radio"/> Athletic Field	No Charge	Clean Up Fee To Be Determined	Costs Incurred	\$137.50/day
<input type="radio"/> Orby Jones Sports Complex	No Charge	Clean Up Fee To Be Determined	Costs Incurred	\$137.50/day
<input type="radio"/> Other	Fees To Be Determined			

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## Additional Costs

Custodial Service (If Applicable)	\$38.00/hour
Lighting Technician	\$19.50/hour
Sound Technician	\$19.50/hour
Computer Technician (If lighting, sound, and computer are needed the fee will be for one individual)	\$29.50/hour
Microphone Use	\$6.00/microphone

**Comments:** Authorized district personnel must be present during after-hours use of the building. When kitchen use is authorized, kitchen personnel must be present.

**District personnel fee schedule:** 0-4 hours \$90.00, 4-8 hours \$210.00, 8+ hours \$360.00

Estimate/Cost to use facility requested: \$ \_\_\_\_\_

\*All fees, except when agreed upon otherwise are payable to the day of the facility use. A separate bill will occur for any additions, costs, or damages incurred.

### Agreement

1. The requestor(s), as authorized representative(s) agents of the organization/group/individual noted above request use of the building(s), facilities and equipment for the date(s), time(s), and purpose(s) noted above and in so doing hereby and forever discharges and releases the School District of Gillett, 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 subject of the release of claims. The requestor(s) further understand that the School District of Gillett, through the Board of Education or other authorized representative(s) or agent(s) of the organization/group/individual noted below guarantee 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.
2. All tobacco products, vaping devices, and alcoholic beverages are prohibited on all school district property, including the Orby Jones Sports Complex.
3. In the event of an emergency dial 9-1-1

***I verify that I have read the above agreement and understand its content to the best of my ability.***

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Use Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon approval - please make sure the requestor, buildings & grounds, technician, and kitchen get a copy of this form if their services are required.

The requested facility should be reserved via the online request application.