

APPLICATION FOR USE OF A WEST SALEM SCHOOL BUILDING OR EQUIPMENT

Elementary Middle High Bus Equipment Date of Use _____

Time of use _____ a.m./p.m. to _____ a.m./p.m. (attach additional sheet if needed for more than one date)

Purpose _____

Does this activity involve participants from outside the district? Yes No

USE OF THE FOLLOWING ROOM(S)/EQUIPMENT DESIRED:

<input type="checkbox"/> Multipurpose/Commons	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Classroom
<input type="checkbox"/> A.V. Equipment	<input type="checkbox"/> School Forest	<input type="checkbox"/> Pool	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Elementary Assembly	<input type="checkbox"/> Heider Meeting Room	<input type="checkbox"/> Concessions	
<input type="checkbox"/> Chairs set up (number)	<input type="checkbox"/> Tables set up (number)		
Other rooms or requests please list _____			

Name of organization _____ Telephone No. _____

Contact person _____ Telephone No. _____

Address _____

E-mail address _____

Name of person responsible for supervision of participants. _____

Indemnification and Hold Harmless Agreement

In consideration of the use of the premises of the School District of West Salem and other good and valuable consideration, the undersigned agrees to indemnify the School District of West Salem and hold it harmless from any and all claims associated with said use.

Dated this ____ day of _____, 20____. *Signature of organization representative* _____

The following estimated costs to be determined by building principal:

Cost or Fees	Custodian	X	=	
TOTAL ESTIMATED COST	Food Service	X	=	
\$ _____	Rental			

Signed _____ Date _____

(Administrator, School District of West Salem)

Payments can be made to:
**School District of West Salem, 405
East Hamlin Street, West Salem,
Wisconsin 54669**

If costs are incurred, payment for such costs (custodial coverage, or other fees) are due upon receipt of bill from the district office stating the ACTUAL cost.

If the request for the use of the above-named school building is granted, the above-named organization agrees to enforce the following regulations of the Board of Education governing the use of all public school buildings:

1. To telephone the building principal one day in advance of the scheduled meeting use to confirm the date and time and discuss specific needs.
2. To prohibit smoking, profanity, and the use of intoxicating liquors in all school buildings, vehicles, and on school grounds.

3. To give proper protection and supervision to the entire building and its equipment. Special attention should be given to the supervision of locker and dressing rooms. Said organization is responsible for any damages to the building, grounds, and equipment.
4. Non-profit use of videos/films in district buildings is licensed under Movie Licensing USA. Go to <www.movlic.com> to see titles covered under this license.
5. **PARK IN DESIGNATED AREAS.**

Certificate of Insurance required
PLEASE ATTACH A COPY TO THE FORM

Buildings: Please copy for the appropriate departments.
Certificates of Insurance will be kept on file in the district office.