

PLEASE COMPLETE THE TOP PORTION OF BUILDING USE FORM

**RICHFIELD JT. SCHOOL DISTRICT NO. 1**

3117 Highway 167, P.O. Box 127  
Richfield, WI 53076-0127

APPLICATION FOR USE OF SCHOOL FACILITIES BUILDING AND GROUNDS

**REQUESTS MUST BE RENEWED ANNUALLY -**

DATE \_\_\_\_\_

- 1. Name of Organization \_\_\_\_\_
  - 2. Request use of \_\_\_\_\_ Grounds \_\_\_\_\_ Building \_\_\_\_\_ RICHFIELD \_\_\_\_\_ PLAT
  - 3. Purpose (Describe) \_\_\_\_\_
  - 4. Dates of meeting or meetings \_\_\_\_\_ Start Time \_\_\_\_\_ End time \_\_\_\_\_
  - 5. Equipment requested \_\_\_\_\_
  - 6. Name of Supervisor or Group Leader (Must be over 21) \_\_\_\_\_
- Address \_\_\_\_\_ Phone \_\_\_\_\_

**THE FOLLOWING RESPONSIBILITIES ARE REQUIRED BY GROUPS WHEN USING THE SCHOOL DISTRICT FACILITIES:**

- Unless otherwise arranged, all evening activities must end at 7:45 PM. Groups must be off the premises by that time.
- Gymnasium Use: ALL participants must change from "street shoes" into gym shoes (non-marking) BEFORE entering the gym.
- **All requesters agree to abide by the attached building use requirements for scouting and non scouting events**
- The District staff will assist in setting up chairs, tables etc. for each group. It is the responsibility of the person(s)/ organization using the facility to leave the area used in its original condition, including garbage removal, sweeping the floor, sponging off tables, etc. If not completed properly, the group will be charged one hour of custodial clean up time.
- If additional snow plowing of the parking lot is necessary for the organization's activities, the group will be invoiced for the cost of the plowing service.
- Items requested for use must be written on the initial Building Use Form. Attending staff will not be at liberty to retrieve items not listed.
- Per Policy KG, Non-District groups are charged for usage and will be invoiced on a monthly basis. Payment is expected within two weeks or the group's permit will be revoked. The charges are as follows:

Building: Gym = \$20.00/hour---Rooms = \$10.00/use  
 Custodial fees to be charged: (To be completed by the office) \_\_\_\_\_  
 Security Deposit: \$100.00 – **Checks made payable to RES. Security deposit must be paid prior to use of building.**

I, the undersigned, representing my organization, agree to follow the administrative rules and regulations. I understand that if any person is involved in acts of willful or malicious damage to school property and/or contents or if the group's participants are undisciplined, this will result in suspension of the building use permit.

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_  
 Full name of responsible party

**ACTION OF SCHOOL DISTRICT – TO BE COMPLETED BY THE DISTRICT ADMINISTRATOR**

Building Use Permit Granted: \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ You will be invoiced. Future use subject to prompt payment. \_\_\_\_\_ You will not be charged for the use of the room.

\_\_\_\_\_ You may use the equipment requested. \_\_\_\_\_ You may not use the equipment requested

Custodial fees to be charged: (To be completed by the office) \_\_\_\_\_ Key set needed \_\_\_\_\_

Security Deposit: \$100.00 – **Checks made payable to RES. Security deposit must be paid prior to use of building.**

Comments: \_\_\_\_\_ Room(s) Assigned \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

\_\_\_\_\_ Security Deposit received – Check # \_\_\_\_\_ \_\_\_\_\_ Keys provided per Administrator - Key set # \_\_\_\_\_

\_\_\_\_\_ Scout building use requirements provided \_\_\_\_\_ Non scout building use requirements provided

\_\_\_\_\_ Invoiced

\_\_\_\_\_ Requesting Agent \_\_\_\_\_ Building Custodian \_\_\_\_\_ School File \_\_\_\_\_ HD \_\_\_\_\_ JJ \_\_\_\_\_ PS