**Chetek-Weyerhaeuser Area School District**

**Chetek, WI 54728**

The undersigned hereby applies for use of the Public School Building below indicated and agrees to pay the rental rate stated, and such service charges for personnel as are indicated or may occur.

It is certified by the undersigned that the use for which this application is made will comply with all Board of Education policies on building use.

It is agreed that while being used by the undersigned, proper control will be maintained over the building and any persons who may be therein.

Name of organization:Click here to enter text.

Address:Click here to enter text.

Name of person submitting application:Click here to enter text.

Name of person responsible during use:Click here to enter text.

Email Address:Click here to enter text.

Telephone Number: Click here to enter text.

Date of Application:Click here to enter text.

Date(s) Desired: Click here to enter text.

 Month Date Year Time a.m. p.m.

Day(s) of the Week:Click here to enter text.

Type of Activity:Click here to enter text.

Admission Charge: (if any) Adult Click here to enter text.ChildClick here to enter text.

Facilities Desired:Click here to enter text.

Chetek-Weyerhaeuser HS Gym [ ]

Chetek-Weyerhaeuser MS Gym [ ]

Chetek-Weyerhaeuser HS Cafeteria [ ]

Chetek-Weyerhaeuser MS Cafeteria [ ]

Chetek-Weyerhaeuser HS Classroom(s) [ ]

Chetek-Weyerhaeuser MS Classroom(s) [ ]

Chetek-Weyerhaeuser HS/MS IMC [ ]

Roselawn IMC [ ]  Roselawn Gym [ ]  Roselawn Classroom(s)[ ]

Special Equipment (if any)Click here to enter text.

Agreed Costs: Rental: Click here to enter text. Custodial Click here to enter text. Other Click here to enter text.

It is understood by both parties that the Board of Education policies relative to the use of school buildings shall be applicable and the person whose signature appears below has been given authority to act for and assume complete responsibility for execution of such agreements as may be drawn.

**Keys and Swipe Cards cannot be given to or used by anyone who is not listed on this form. If this is violated, the district may revoke key and swipe card privileges.**

The indemnification agreement below is incorporated herein and made a part hereof, and execution of that agreement is a prerequisite to approval of the application.

 Signature Title

For office use only: This Facility is Application: Approved

is not available on the date(s) asked Rejected

BY: Principal Board of Education
DATE: Chetek-Weyerhaeuser Area

 By:

 Date:

# Indemnification Agreement

The applicant agrees to indemnify and save the School District harmless, from any and all claims by, or on behalf of, any persons, firms or pursuant to the within application or arising out of any accident or injury which occurs on school property during, or arising out of the applicant’s use of school property pursuant to this application. Applicant further agrees to indemnify the School District for any attorney fees or other expenses incurred by the School District in defending any claims arising out of or during the course of applicant’s use of school property pursuant to this application.

Signature and Title

Date

Principals: please forward this document to the District Office

**Chetek-Weyerhaeuser Area School District**

**CW High School, CW Middle School and Roselawn Elementary**

Keys and Swipe Cards cannot be given to or used by anyone who is not listed on this form. If this is violated the district may revoke key and swipe card privileges.

**Key Request Form\***

**Date:** Click here to enter text.

**Name:** Click here to enter text.

**Address:** Click here to enter text.

**Organization Name:** Click here to enter text.

**Phone Number:** Click here to enter text. **Email:** Click here to enter text.

**Facilities Desired:** Click here to enter text.

**Date (s) key(s) needed\*\*:** Click here to enter text.

**Time(s):** Click here to enter text.

**Key Requester Signature:** Click here to enter text.

**Building Principal Signature:**

 **(building principal please forward this sheet to the district office)**

**\*This form needs to be filled out and returned to building principal or district office if a swipe key (needed to enter the building) and/or keys (needed for class rooms/HS and MS gyms) and if facility needs to be used on week-ends or evenings when a custodian is not present. All requests need to be approved by the building principal and district office. Swipe cards and keys will be available in the district office for pick up/drop off or at building offices. Lost swipe card fee and keys are $10.00/each. Notify the district office immediately if keys are lost or stolen. Lost, stolen and damaged room/gym items are the responsibility of the key/swipe card holder.**

**\*\*Swipe cards will only be activated for the dates/times listed above.**

KG-E(1)

USE OF SCHOOL FACILITIES FEE SCHEDULE

The following fee schedule shall be used when applicable. The business office shall be responsible for billing for usage.

**Chetek-Weyerhaeuser**

**High Schoo**l All Day Evening Afternoon

Gymnasium $120.00 $60.00 $60.00

Cafeteria $50.00 $30.00 $30.00

Classroom(s) $20.00 $10.00 $10.00

**Chetek-Weyerhaeuser**

**Middle School** All Day Evening Afternoon

Gymnasium $60.00 $40.00 $40.00

Classroom(s) $20.00 $10.00 $10.00

**Roselawn Elementary** All Day Evening Afternoon

Gymnasium $60.00 $40.00 $40.00

Classroom(s) $20.00 $10.00 $10.00

Use of the kitchen will be permitted only with one of the school district cooks present. The cook must be paid according to the current rate.

All custodial service needed by users will be charged at the current time and one-half hour rate where applicable.

LEGAL REFERENCE:

CROSS REFERENCE:

APPROVED: September 1983

REVISED: August 15, 2005, November 2, 2010

DELEGATED TO THE ADMINISTRATIVE HANDBOOK: August 15, 2005