

Use of School Facilities

BUILDING USAGE PERMIT
CUBA CITY PUBLIC SCHOOLS

Wisconsin Statutes 120.13(17) permits the temporary use of school facilities to any responsible person for any lawful non-school purpose if such does not interfere with use for school purposes or school related functions. In granting the use of the school facilities, the School District is allowing the permittee to use space as identified below. It is agreed that the School District is not endorsing or supervising the activities of permittee(s).

The owner grants this permit subject to the following conditions, restrictions and exceptions which are agreed to and accepted by the Permittee(s).

Request for use of the following facility: CCES Gym Room: _____

Purpose: Basketball open gym

Date(s), Day(s), and Time(s): 6/3 12-4pm, 6/12 3-7pm, 7/10 3-7pm, 7/17 3-7pm, 7/24 3-7pm

Name of group or organization: CCYB

Supervisor or person responsible: Leanne Trasdale Phone: 608-669-1463

RULES & REGULATIONS

1. The leasee must be 18 years of age or older and no longer attending high school and personally be there to supervise.
2. The leasee is solely responsible for all property damage incurred and report damages immediately.
3. Smoking or use of alcohol or controlled substances are not permitted in buildings or on school grounds per Wisconsin statutes.
4. All children in or outside must be supervised at all times. Use only requested designated area. No loitering in corridors or other classrooms.
5. Use is granted only when the premises are not being used for school events and activities. Regular school activities have priority for all space.
6. Rental or user fees may be assessed for school facilities for non-school organizations according to school policy.
7. The leasee agrees to hold the district harmless of any claim, cause of action, damage, accident, injury or liability caused by use of the facility. By signing this permit, the leasee agrees to this liability.
8. The leasee agrees not to discriminate against anyone because of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.
9. This permit immediately terminates without advanced notice if leasee does not abide by the rules and regulations agreed upon in this contract.
10. Violations of the building use contract may cause denial of future contracts.
11. No equipment may be loaned for individual or personal use.

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12. Under special circumstances the superintendent may authorize the use of equipment temporarily by civic, governmental, or non-profit organizations.
13. Organizations wishing to bring unusual equipment, material, animals, etc., must present proper insurance coverage to the Principal or Superintendent with a save "harmless" clause protecting the Board of Education.
14. All equipment, decorations, etc., provided by the leasee, shall be immediately removed from premises at conclusion of the event.
15. A school custodian or other appropriate staff member, whose time will be billed to the organization, is required to be on duty during the use of any school facility. Departure time should be included in total use hours. A facility may not be made available if there is not sufficient time allowed from date of request to locate and/or assign required staff.
16. For kitchen use, a school cook should be on duty during the event. Permission may be given for the cook to only be required for starting up and shutting down the ovens.
17. School facilities will not be available for use on legal holidays.
18. If the application is approved, the user will assume responsibility for orderly and careful use of the school facility, including supervision of spectators and contestants.
19. The leasee should maintain a reasonably clean and safe area and work with the custodian to that end.
20. Since the Board of Education is charged by law with the responsibility for school facilities, it must reserve the right to deny the use of school facilities when the Board of Education deems it necessary.
21. If school is cancelled due to weather, snow emergency, etc. this contract is void.
22. The school must be notified within 10 school days if the event is canceled.
23. Damage resulting from the use of the facility will be paid for by the leasee.
24. The leasee may have to pay for installation of outdoor toilet facilities should their event warrant such action.
25. Facility is generally not to be used after 10:00 p.m. or on days when the building is not opened by school personnel. Keys may be checked out to authorized personnel.

NAME: Leanne Teasdale
User (please print)

Signed (Principal or Designee)

Date

Address: 8465 Carr Factory RdCity: Cuba City Zip: 53807Telephone: (608) 669-1463Signed: Leanne Teasdale
(Person Responsible for the Activity)

Date

This contract is to be signed by all above named parties before being sent to the Building Principal for processing. Copies will be returned to the Maintenance Supervisor and the user.