

# FACILITIES SCHEDULER

**How to request Dodgeville School District facilities**

# FACILITIES SCHEDULER: VIEW THE USAGE OR AVAILABILITY

The screenshot shows the login page for the Dodgeville School District Facilities Request System. The header features the Dodgeville School District logo and the text "Dodgeville School District" on an orange background, and "FACILITIES REQUEST SYSTEM" on a dark grey background. Below the header, there is a yellow button labeled "View the Facilities Calendar" with a calendar icon. The main content area is split into two columns. The left column contains the text "Facilities Request for Dodgeville School District." The right column contains the login form, which includes input fields for "Username" (with the value "jomartin") and "Password" (with masked characters "\*\*\*\*\*"), a "Login" button, a "Reset Password" link, and a "Become a Requester" button. At the bottom of the right column, there is a message: "You have been logged out."

**Dodgeville School District**

**FACILITIES REQUEST SYSTEM**

 View the Facilities Calendar

Facilities Request  
for  
Dodgeville School District.

Dodgeville School District

Username  
jomartin

Password  
\*\*\*\*\*

Login

[Reset Password](#)

[Become a Requester](#)

You have been logged out.

# DEFAULT VIEW: CHECK YOUR SETTINGS

Dodgeville School District. Facilities Scheduler [Startup Guide](#) [Print](#)

Hide Filters

11/1/2022 Today ◀ NOVEMBER 2022 ▶ Showing schedules for: 01:00am to 12:55am [Request Facilities](#) Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Start Time: 01:00 AM  
End Time: 12:55 AM  
Location Type: -All-  
Building Type: -All-  
Building: -All-  
Location: -All-  
Show/Include +  
[Check Availability](#)

[◀ Prev Month](#) [Next Month ▶](#)  
[Facilities Scheduler Login](#)



# FACILITIES SCHEDULER - BECOME A REQUESTER

The screenshot shows the Dodgeville School District Facilities Request System interface. The header features the Dodgeville School District logo (a stylized 'D' with 'Dodgers' written below it) and the text 'Dodgeville School District' on an orange background. To the right, on a dark grey background, is the text 'FACILITIES REQUEST SYSTEM'. Below the header, there is a navigation link 'View the Facilities Calendar' with a calendar icon. The main content area is split into two columns. The left column contains the text 'Facilities Request for Dodgeville School District.' The right column contains the login form for 'Dodgeville School District', which includes input fields for 'Username' (containing 'jomartin') and 'Password' (containing six dots), a 'Login' button, a 'Reset Password' link, and a yellow highlighted 'Become a Requester' button. At the bottom of the right column, there is a small red text message: 'You have been logged out.'

# FACILITIES REQUESTER REGISTRATION FORM:

## Dodgeville School District. Facilities Requester Registration Form

I am requesting as a School Staff Member

### Your Organization Name & Info

Organization/Client Name: \*

Address: \*

City: \*

State: \*

Do you have Liability Insurance?  
 Yes  No

If so, Insurance Expiration Date:

Liability Insurance Provider:

Do you pay sales tax?  
 Yes  No

Tax Exempt #:

### Contact Person - Your Name

First Name: \*

Last Name: \*

Address (ONLY if different):

City:

State:

Office Phone:

Home Phone:

Mobile Phone:

Office Fax:

Email Address: \*

Desired Pin Number \* (for Signing Agreements)

### Desired Login Information:



User Name:

Password:

Retype Password:

I'm not a robot 

# FACILITIES REQUEST FORM:

 Welcome jomartin  [Sign Out](#)

[Go back to Facilities Scheduling](#) [Request Facilities for Another Group](#)

[Make Request](#) [My Request History](#)

## Facility Request Form [Invite](#)

1) Client Name: **Joey Martin**

2) Name of Activity:  -or choose from previous activity:

3) Requested Bookings: [Add Date/Times](#)  
Note: Add information to the FIRST date and it will auto-populate the other dates.

Request for Custodian : Yes  No

Attach file:

[Attach more](#)

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

# NON-SCHOOL EVENT REQUESTS - PAPER FORM:

## DODGEVILLE SCHOOL DISTRICT – FACILITY USAGE AUTHORIZATION

ORGANIZATION REQUESTING FACILITY		
Name of Organization:	Organization's Phone #:	Web Address/Email:
REPRESENTATIVE PRESENT AND IN CHARGE:	Representative's Phone #:	Email/Contact:
Representative's Address	Date this request is made:	
PURPOSE OF USE:		

### FEES FOR USE OF FACILITIES

- Fees shall be charged as authorized in the fee schedule at the end of these procedures. Consideration should be given to the scheduling of events, activities or practices during times when the school is staffed by custodial personnel. Custodial overtime will be charged to clubs/activities using facilities for activities scheduled beyond normal working hours.
- Classification of Groups:
  - GROUP 1: Dodgeville School/Community Groups:** Organizations not directly connected to the School District but whose primary purpose is to provide programs of support to District students, or is school-related (i.e. Booster Clubs, PTCO/Parent groups, City Rec Programs, WIAD, DPI, Girl Scouts, Boy Scouts, etc.)
  - GROUP 2: Dodgeville District Non-Profit Groups:** Any governmental, civic, educational, fraternal or cultural groups primarily comprised of District residents providing an activity for which there is no admission charged (i.e. Kiwanis, Lions, Jaycees, Church Groups, Selective Youth Sports Programs, etc.)
  - GROUP 3: Dodgeville District For-Profit Groups:** Any governmental, civic, educational, fraternal, cultural or other group primarily comprised of District residents that sponsors an event at which an admission is charged (i.e. piano lessons, Tae Kwan Do, etc.)
  - GROUP 4: Non-Resident, Non-Profit Groups:** Any governmental, civic, educational, fraternal or cultural groups primarily comprised of non-District residents providing an activity that does not charge an admission.
  - GROUP 5: Non-Resident, For-Profit Groups:** Any non-District resident group, organization or agency whose interests are limited primarily for-profit (i.e. private businesses, piano lessons, vendors, entrepreneurs, commercial institutions, private agencies, etc.)
- All fees, except when agreed upon otherwise with the District Administrator or designee, are payable prior to the day of the facility use. Checks shall be made payable to the Dodgeville School District and sent directly to the District Office, 916 W. Chapel Street, Dodgeville, WI 53533. Organizations will be billed separately for any additions, costs or damages incurred following the event.

### AGREEMENT

- The requestor(s) as authorized representative(s) of the organization/group/individual noted above request use of the building(s), facility(ies) and equipment for the date(s), time(s) and purpose(s) noted above and in so doing hereby and forever discharges and releases the Dodgeville School District, its successors and assigns, from all debts, claims, demands, actions and causes of action whatsoever, which had/should they may not have or may hereafter have, as a result of the use of the property that is the subject of the release of the claims. The requestor(s) further understand that the Dodgeville School District, through the Board of Education or other authorized representative(s) or agent(s) of the organization/group/individual noted below, guarantee(s) the orderly behavior of the user(s) and the public and agrees to underwrite any repair or damages caused by the user(s) and/or public use of the school district property as noted above.
  - All tobacco products and alcoholic beverages are prohibited on School District property.
  - The Fire Department does not respond to the Fire Alarm. For response, call 911.
- I verify that I have read Policy ECAA and ECAA-R and the above agreement and understand its content to the best of my ability.

Requestor's Signature:	Date:
Principal's Signature:	Date:
Athletic Director's Signature:	Date:

## DODGEVILLE SCHOOL DISTRICT – FACILITY USAGE AUTHORIZATION

FACILITY REQUEST						
EVENT TITLE:						
Month	Date(s)	Day(s) of Week	Year	Event Start Time	Event End Time	
1.		S M T W T F S				
2.		S M T W T F S				
3.		S M T W T F S				
<input type="checkbox"/> Dodgeville High School		<input type="checkbox"/> Dodgeville Middle School		<input type="checkbox"/> Dodgeville Elementary School		
<input type="checkbox"/> GROUP 1 Dodgeville School/Community Group		<input type="checkbox"/> *GROUP 2 Dodgeville District Non-Profit Group		<input type="checkbox"/> *GROUP 3 Dodgeville District For-Profit Group		<input type="checkbox"/> *GROUP 4 Non-Resident Non-Profit Group
<input type="checkbox"/> *GROUP 5 Non-Resident For-Profit Group						
Classroom	<input type="checkbox"/>	\$0.00	\$15.00	\$15.00	\$30.00	\$60.00
DES Lunchroom/Mall space	<input type="checkbox"/>	\$0.00	\$25.00	\$25.00	\$50.00	\$100.00/day
DMS Commons	<input type="checkbox"/>	\$0.00	\$25.00	\$25.00	\$50.00	\$100.00/day
DHS Commons	<input type="checkbox"/>	\$0.00	\$25.00	\$25.00	\$50.00	\$100.00/day
Kitchen DHS/dms/des	<input type="checkbox"/>	All kitchen use subject to Board Policy ECAA-R (E) School Kitchen Use (\$10-25/hour)				
Football/Soccer Field	<input type="checkbox"/>	\$0.00	1-day event \$0.00; Seasonal Use	\$0.00	\$25/day	\$100/day
Baseball Field	<input type="checkbox"/>	\$0.00	Lights - 57/hour	\$200/season	\$150/day	Lights - \$14/hour
DES Gymnasium	<input type="checkbox"/>	***\$0.00	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$50/\$150/\$550 **Daily/Weekly/Monthly	\$100/\$300/\$800 **Daily/Weekly/Monthly
DMS Gymnasium	<input type="checkbox"/>	***\$0.00	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$50/\$150/\$550 **Daily/Weekly/Monthly	\$100/\$300/\$800 **Daily/Weekly/Monthly
DHS Upper Gym	<input type="checkbox"/>	***\$0.00	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$50/\$150/\$550 **Daily/Weekly/Monthly	\$100/\$300/\$800 **Daily/Weekly/Monthly
DHS Lower Gym	<input type="checkbox"/>	***\$0.00	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$50/\$150/\$550 **Daily/Weekly/Monthly	\$100/\$300/\$800 **Daily/Weekly/Monthly
DHS Gymnastics Space	<input type="checkbox"/>	***\$0.00	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$50/\$150/\$550 **Daily/Weekly/Monthly	\$100/\$300/\$800 **Daily/Weekly/Monthly
Custodial ***	<input type="checkbox"/>	*** Required for weekend use at \$30/hour. All use subject to Board Policy ECAA-R (F) Fees for Use of Facility				
DHS Auditorium ****	<input type="checkbox"/>					
Daily Rate		\$25/\$75/\$275 **Daily/Weekly/Monthly	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$25/\$75/\$275 **Daily/Weekly/Monthly	\$50/\$150/\$550 **Daily/Weekly/Monthly	\$100/\$300/\$800 **Daily/Weekly/Monthly
Lights and Sound		\$30/hour for use of light & sound. No charge for microphone only.	\$30/hour for use of light & sound. No charge for microphone only.	\$30/hour for use of light & sound.	\$30/hour for use of light & sound.	\$30/hour for use of light & sound.
Custodial		\$30/hour if outside of normal operations.	\$30/hour if outside of normal operations.	\$30/hour	\$30/hour	\$30/hour
A/V Technician ****		**** Required for auditorium use at \$50/hour. All use subject to Board Policy ECAA-R (F) Fees for Use of Facility				
*These groups must present a certificate of insurance in the amount of \$1,000,000.						
** Weekly = 3+ days, Monthly = 15+ days						
Additional Needs:				Fees for use of items off campus:		
<input type="checkbox"/> Cafeteria Tables # _____ needed	<input type="checkbox"/> Folding Tables # _____ needed	<input type="checkbox"/> P/A system/Projector Screen needed		<input type="checkbox"/> Folding Chairs # _____ needed		<input type="checkbox"/> staging platforms _____ needed
				<input type="checkbox"/> 3-Tier choir Risers _____ needed		
				(\$30 each)		\$ _____



# INVOICE EXAMPLE:

Permit # 2210-0059



## Facilities Agreement

Last Edited: 10/31/22 at 10:22am

From: Dodgeville School District  
912 W. Chapel St  
Dodgeville, WI 53533

Contact/Billing Person: Joey Martin  
Email: jmartin@drschools.org

EVENT NAME: Pasty Sales - Mustang Football  
To: Joey Martin

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Sat 9/17/2022	Dodgeville High School - DHS Lower Commons			
6:00am - 6:00pm	Pasty Sales - Mustang Football	1.00	\$ 40.00	\$ 40.00
Sat 9/17/2022	Dodgeville High School - DHS Upper Gym			
6:00am - 6:00pm	Pasty Sales - Mustang Football	1.00	\$ 40.00	\$ 40.00

<b>Summary</b>	Facilities Rental:	\$ 80.00	<b>Estimated Total Charges:</b>	\$ 80.00
	Other Needs:	\$ 0.00	<b>Balance Due:</b>	\$ 80.00
	Extra Charges:	\$ 0.00	<b>Total Amount Paid:</b>	\$ 0.00
			<b>Remaining Balance Due:</b>	\$ 80.00

### Set-Up Notes:

09/17/22;  
Group 3 Rates  
\$25.00 for lower commons  
\$25.00 for upper gym  
\$30.00 for (1) hour of custodial fee  
Kitchen usage bill will come directly from District Office (Diana K.)

### Other Conditions:

This is the new contract language for this department.

The undersigned is the «Not set» of Joey Martin, the organization requesting use of the Dodgeville School District facilities as noted in the above. I have the authority to legally bind this organization and hereby obligate the organization to provide liability insurance in the amount of at least \$500,000 and to indemnify the school district and hold it harmless from any liability arising from our use of the school district property. Our organization will be responsible for any and all damages to the school district property arising from our use. The organization has familiarized itself with the Facilities Use Policy of the District and agrees to comply with all conditions of that policy. The organization accepts that the school district may have to preempt our scheduled use of district facilities in which case we understand the district will give as much advance notice as possible and that any money we have paid for use of the facilities will be refunded.

Signature  
Joey Martin  
Dodgeville School District

Signature  
Joey Martin