

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

1. 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.
2. **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, WIAA, 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.)
3. 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

1. 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 he/she/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 of damages caused by the user(s) and/or public use of the school district property as noted above.
 2. All tobacco products and alcoholic beverages are prohibited on School District property.
 3. 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:

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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	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$60.00	
DES Lunchroom/ Mall space	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$100.00/day	
DMS Commons	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$100.00/day	
DHS Commons	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$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 Lights - \$7/hour	\$0.00 Lights - \$7/hour	\$25/day \$200/season Lights - \$14/hour	\$100/day Lights - \$14/hour	
Baseball Field	<input type="checkbox"/> \$0.00					
DES Gymnasium	<input type="checkbox"/> ***\$0.00	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$50/\$150/\$550 **Daily/Weekly/Monthly	<input type="checkbox"/> \$100/\$300/\$800 **Daily/Weekly/Monthly	
DMS Gymnasium	<input type="checkbox"/> ***\$0.00	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$50/\$150/\$550 **Daily/Weekly/Monthly	<input type="checkbox"/> \$100/\$300/\$800 **Daily/Weekly/Monthly	
DHS Upper Gym	<input type="checkbox"/> ***\$0.00	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$50/\$150/\$550 **Daily/Weekly/Monthly	<input type="checkbox"/> \$100/\$300/\$800 **Daily/Weekly/Monthly	
DHS Lower Gym	<input type="checkbox"/> ***\$0.00	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$50/\$150/\$550 **Daily/Weekly/Monthly	<input type="checkbox"/> \$100/\$300/\$800 **Daily/Weekly/Monthly	
DHS Gymnastics Space	<input type="checkbox"/> ***\$0.00	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$50/\$150/\$550 **Daily/Weekly/Monthly	<input type="checkbox"/> \$100/\$300/\$800 **Daily/Weekly/Monthly	
Custodian ***	<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	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$25/\$75/\$275 **Daily/Weekly/Monthly	<input type="checkbox"/> \$50/\$150/\$550 **Daily/Weekly/Monthly	<input type="checkbox"/> \$100/\$300/\$800 **Daily/Weekly/Monthly	
Lights and Sound	<input type="checkbox"/> \$30/hour for use of light & sound. No charge for microphone only.	<input type="checkbox"/> \$30/hour for use of light & sound. No charge for microphone only.	<input type="checkbox"/> \$30/hour for use of light & sound.	<input type="checkbox"/> \$30/hour for use of light & sound.	<input type="checkbox"/> \$30/hour for use of light & sound.	
Custodial	<input type="checkbox"/> \$30/hour if outside of normal operations.	<input type="checkbox"/> \$30/hour if outside of normal operations.	<input type="checkbox"/> \$30/hour	<input type="checkbox"/> \$30/hour	<input type="checkbox"/> \$30/hour	
A/V Technician ****	<input type="checkbox"/> **** Required for auditorium use at \$50/hour. All use subject to Board Policy ECAA-R (F) Fees for Use of Facility					
<i>*These groups must present a certificate of insurance in the amount of \$1,000,000.</i>						
<i>** Weekly = 3+ days, Monthly = 15+ days</i>						
Additional Needs:				Fees for use of items off campus:		
<input type="checkbox"/> Cafeteria Tables # _____ needed	<input type="checkbox"/> Folding Tables # _____ needed		(3-day max, \$6/6' table, \$8/8' table)		\$ _____	
<input type="checkbox"/> P/A system/Projector Screen needed	<input type="checkbox"/> Folding Chairs # _____ needed		(\$.75/chair or \$30/rack)		\$ _____	
<input type="checkbox"/> staging platforms _____ needed	<input type="checkbox"/> 3-Tier choir Risers _____ needed		(\$30 each)		\$ _____	